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Text

UNITED STATES NAVY

Educational Services Officer Training Course

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Although the words "he," "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading *Educational Services Officer Training Course*, NAVEDTRA 10460.

Naval Education And Training Program Development Center

EDUCATIONAL SERVICES OFFICER TRAINING COURSE

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NAVEDTRA 10460

1985 Edition Prepared by
PNCM Jerry T. Rogers

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PREFACE

This officer training course was prepared by the Naval Education and Training Program Development Center, Pensacola, Florida, as a self-study package for naval personnel preparing to serve as an Educational Services Officer. Technical assistance was furnished by the Naval Education and Training Support Centers (Atlantic and Pacific); Commander, Naval Military Personnel Command (NMPC-22), Washington, D.C.; Chief of Naval Education and Training, Pensacola, FL; Personnel and Administration Assistance Team, Atlantic, Norfolk, VA; Director, Defense Activity for Non-Traditional Educational Support, Pensacola, FL; Commander, Naval Logistics Command, U.S. Pacific Fleet, Pearl Harbor, HI; and Production Development Division (Special Programs Branch) Enlisted Advancement Division (Correspondence Course Admin Branch) of NAVEDTRAPRODEVCEN, Pensacola, FL.

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THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

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INTRODUCTION

The educational services office has evolved from many command organizational changes in the past. The office that performs educational services functions is now called just that, the educational services office.

Although the field of education and training is a major function within the scope of the Personnelman rating, each command must have an educational services officer as directed by *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32. Other ratings, such as Hospital Corpsman and Dental Technician, are required to have experience, knowledge, and skills in the educational services field. You might ask why? When HMs and DTs serve with fleet Marine Corps units, educational services is one of their rating responsibilities. There are also many other ratings and individuals who must be knowledgeable in the field of educational services. For example, depending upon the size of the command, the job of educational services office (ESO) could be assigned to the command career counselor, personnel officer, or other command members as determined by the commanding officer.

WHY WAS A TRAINING PACKAGE DEVELOPED FOR THE EDUCATIONAL SERVICES OFFICER?

How many times have you been assigned a job, with no direction, and you do not know how to get the job done or where to go to find out? More often than not, this is the situation a junior officer faces when assigned the important position of the educational services officer. Unlike other services, where ESO is a full-time position, the Navy assigns junior officers to serve in this capacity as a collateral duty at sea. There are a few full-time educational services officer billets in the Navy. These billets are filled by either administrative limited duty officers (6410), chief warrant officers (Ship's Clerks, 7411), or some line officers with 1110 designators.

The responsibility to train junior officers and other command members in ESO duties rests with the senior Personnelmen assigned to the command—they are the individuals who have the ESO background. Also, Navy Campus conducts periodic educational services officer workshops for officers and enlisted members before and after they assume ESO responsibilities. Lesson 3 provides information in regard to workshops. For additional information concerning workshops call your local Navy Campus office. There are times, however, when there are no senior Personnelmen to depend upon, no quotas available for ESO workshops, and members are unable to attend workshops because of the command schedule. What does one do under these circumstances? NOW, you can see why this ESO training package was developed.

This Educational Services Training Course is designed to serve as a SELF-STUDY COURSE. This means that, in essence, the course must serve as the teacher. To accomplish this goal, the course material is being presented in an informal, personal manner. It addresses you, the student, directly. Each individual involved in educational services will gain from the successful completion of the course.

To make the material easier to understand and more meaningful to you, the student, the course is divided into lessons. Each lesson covers a single subject matter area. Learning objectives are presented at the beginning of each lesson. The learning objectives serve as a preview of the information you are expected to learn in the lesson. Questions and answers are placed intermittently throughout the lessons. These questions are designed to serve as learning tools and as a means of measuring your understanding of the material.

A Personnelman working in the educational services office will have a working knowledge of the various educational programs and benefits from personal experience; however, few officers assigned as educational services officers have any background in the field. In the Navy, as well as other services, training and education are a continuing process. From the time of enlistment until separation from the Navy, personnel are expected to broaden their knowledge and increase their skills. This allows them to assume more responsible positions and increase their potential for advancement to the more senior grades, and even selection to officer status. Proficient and knowledgeable educational services officers have a definite impact on the success of each member in the command. THAT IS A TREMENDOUS RESPONSIBILITY—NOW IT IS YOUR RESPONSIBILITY!

INSTRUCTIONS FOR COMPLETING THIS TRAINING COURSE

This training package is the only written training material specifically written for educational services officers. This training course can make the difference in your success or failure when serving as the educational services officer.

Traditionally, a nonresident career course (NRCC) is developed for each rate training manual or course training package. THIS COURSE IS DIFFERENT. There is no nonresident career course, only an end of course test. You are encouraged to complete this training course within 3 months after enrollment but must be completed within 6 months after enrollment. It is important that you read the course instructions carefully and explicitly.

In this training course you will find that review questions of different types are included within each lesson and that the answers to these questions are located within each lesson. When you come to these questions, you should complete them by referring to the lesson as needed. When you are satisfied that you have answered the questions to the best of your ability, you should then refer to the answers within the lesson. Your answers may not be exactly like the answers given but they should be close approximations. If each answer is not a close approximation, you should review the question and the appropriate area of the lesson again and resolve the difference.

The only method of completing this training course is by the successful completion of the end of course test which was forwarded to your commanding officer. Once you have read all the material, and completely studied the material, you should then be ready to take the end of course test. The end of course test must be administered by a commissioned officer, normally the test control officer, under proctored conditions.

The cover page of the end of course test contains information about administering the end of course test, the issuance of course-completion certificates, if applicable, and the crediting of retirement point credit if you are a member of an inactive reserve component.

A course completion form is provided at the end of the training manual. Your evaluation and comments will be utilized to improved the quality and content of the course.

LESSON 1

EDUCATIONAL SERVICES OFFICER

LEARNING OBJECTIVES

Thorough study of this lesson will enable you to accomplish the following objectives.

---

1. **Establish the need for an educational services officer (ESO); delineate the development of the ESO; and describe the basic role of the ESO.**
2. **Establish the need for ESO training. Describe the training package that should be developed for the ESO.**
3. **Formulate the duties and responsibilities of the educational services officer.**
4. **Formulate the chain of command for the educational services officer.**
5. **Interpret the organizational relationship of the educational services officer to the command.**
6. **Designate the references essential to the educational services officer.**

The majority of educational services officers have little or no experience in the field, and are assigned the billet as a collateral duty. Therefore, it is necessary that the ESO be equipped with the information and training to do the job. In this lesson, you will be concerned with the responsibilities of the educational services officer and the references that are applicable to the job.

As educational services officer, you are required to be familiar with

- your responsibilities and duties,
- your role in the command, and
- the reference material which is essential to carry out your responsibilities and duties.

As educational services officer, you are required to

- educate yourself and office members regarding ESO responsibilities, and
- ensure organizational procedures and relationships are prompted and adhered to.

If you have recently been assigned to the job as ESO, you are probably still learning your job and recognizing the extent of the responsibilities. You may still be trying to figure out JUST WHAT YOUR JOB AS ESO encompasses. You may be surprised to find that the responsibilities of the ESO are many, varied, and important to all command members. Your success or failure as ESO will directly affect the morale of the command. The general areas you and your office are responsible for are discussed in the following paragraphs.

BASIC FUNCTIONS OF THE EDUCATIONAL SERVICES OFFICER (ESO)

As defined in the *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32, your basic functions as ESO are to serve as an assistant to the executive officer in administering educational programs for the command. In this capacity, you will coordinate officer and enlisted training and off-duty educational programs with department heads, division officers, and the planning board for training. You will also plan for and coordinate command participation in the off-duty educational programs with your local Navy Campus counselors.

DUTIES AND RESPONSIBILITIES OF THE EDUCATIONAL SERVICES OFFICER (ESO)

You, the ESO, and your office members are responsible for the areas listed below. These are the major areas but are not all inclusive.

- Supervise the administration and operation of the training office and training aids.
- Serve as a member of the Planning Board for Training.
- Administrative processing of all training quotas requested by and for the command.
- Assist the training officer in the execution and administration of the command's overall training program.
- Assist the examining board by providing material, space, and personnel as requested. (The ESO should also be assigned as a member of the command examination board.)
- Working with the examination board, prepare, conduct, and grade examinations for advancement to pay grade E3 and other examinations (MIL/LEAD and Performance Tests) as required.
- Direct the educational programs for the command. Advise personnel on voluntary educational programs available, the processing of applications for educational programs, and assist personnel in obtaining vocational/technical, high school, and college certifications.
- Order, safeguard, and administer advancement, MIL/LEAD, and performance examinations according to applicable directives.
- Obtain technical and administrative information concerning the Navy Campus Program for Voluntary Education and Training, educational counseling and testing, and the availability of the various programs.
- Act as liaison between the command and the Navy Campus office responsible for conducting voluntary educational programs for the command.
- Issue information on, and encourage participation in, voluntary educational programs. Coordinate with the appropriate Navy Campus office to ensure voluntary educational programs are provided where compatible with operating schedules.
- Process and coordinate applications from candidates for warrant officer and limited duty officer, Naval Academy Preparatory School, Enlisted Commissioning Program (ECP), Officer Candidate School, Enlisted Education Assistance Program (EEAP), Advanced Education Program for officers, Naval Reserve Officer Training Corps programs. Make arrangements for necessary interviews and tests if applicable.
- Publicize and promote the opportunities available through the education program, utilizing various media such as ship and station newspapers, POD, movies, slides, notices, bulletin boards, CCTV and informational presentations by Navy Campus personnel.
- Issue information regarding available correspondence courses and instructions for ordering them.
- Establish and maintain a command library for RTMs, NRCCs, and essential reference material.

Q1. What is the basic role of the educational services officer as delineated in the OPNAVSORM?

CHAIN OF COMMAND FOR ESO

Normally, as educational services officer, you report to the executive officer and the department head for the performance of assigned duties. You report to the personnel officer for the accountability and routine administration of personnel assigned under your supervision. You should also provide liaison with Navy Campus educational advisors for the purpose of obtaining professional direction and assistance in the utilization of the Navy's voluntary educational programs.

ORGANIZATIONAL RELATIONSHIPS OF THE ESO

As educational services officer, you should collaborate with the following individuals in executing and administering the educational programs for the command.

- Members of the Planning Board for Training
- Division officers
- Personnel officer/administrative officer
- Navy Campus personnel
- Training assistants of department heads and division officers
- Command career counselors
- Training petty officers

Q2. What are some of the major areas of responsibility of the educational services officer?

Q3. Who is responsible for acting as the liaison between the command and the Navy Campus offices?

REFERENCES

Now that you have some idea of the broad responsibilities of the ESO, let us discuss how you can educate yourself and your office members in each area. Obviously, you need references that provide information in each area. Although not all inclusive, the following manuals, instructions, and information booklets are recommended reading materials. In addition to the list of references, a brief description of the subject matter is given.

Q4. List some of the individuals with whom the educational services officer should collaborate in executing and administering the educational programs for the command.

Basic References

- *MANUAL OF ADVANCEMENT*, BUPERSINST 1430.16B—This manual contains the procedures for the administration of the advancement system for enlisted members serving on active duty USN and USNR, and for inactive USNR members.

- *LIST OF TRAINING MANUALS AND CORRESPONDENCE COURSES*, NAVEDTRA 10061-AR—This publication lists the latest available training manuals, correspondence courses, and the proper procedures to be followed when ordering the various rate training manuals (RTMs) and nonresident career courses (NRCCs).

- *CATALOG OF NAVY TRAINING COURSES* (CANTRAC), NAVEDTRA 10500—This publication contains information on schools and courses under the preview of the Chief of Naval Education and Training, Amphibious Forces, Atlantic and Pacific, and other Navy training commands.

Q5. Which publication should you use to determine the procedures for the administration of the enlisted advancement system?

Q6. SN Jones tells you he wants to order a correspondence course (LI 3 & 2), which is not stocked in your technical library. To what publication or manual should you refer when ordering this course?

- ***BIBLIOGRAPHY FOR ADVANCEMENT STUDY***, NAVEDTRA 10052-AG—This publication is published annually and contains a comprehensive listing of enlisted training manuals and other publications used in the preparation of advancement examinations.

- ***NAVAL MILITARY PERSONNEL MANUAL***, MILPERSMAN, NAVPERS 15560—This manual provides eligibility requirements where applicable and general information on the following ESO areas.

  LDO/Warrant Officer Program

  LDO Aviation

  Physician's Assistant, Warrant Officer Training Program

  SCORE (Selective Conversion and Reenlistment Program)

  STAR (Selective Training and Reenlistment Program)

  Scholarships available to dependent sons and daughters of Navy and Marine Corps and Coast Guard members

  Naval Academy Program

  NROTC (Naval Reserve Officers Training Corps)

  BOOST (Broadened Opportunity for Officer Selection and Training Program)

  Defines the terms of enlisted rates and ratings

  Change in rate or rating information

  Advancement information (E-2 advancement, advancement after reduction and identification of strikers)

  Frocking information

  ECP (Enlisted Commissioning Program)

  Assignment of officers to service colleges

  Service record information

ANSWERS TO QUESTIONS Q1 THROUGH Q6.

A1. To serve as an assistant to the executive officer in administering educational programs for the command

A2. Direct the educational programs for the command; assist command examination board; and advise command personnel of educational programs available

A3. The educational services officer

A4. Division officers, personnel/administrative officers, Navy Campus officials, and command career counselors

A5. Manual of Advancement, BUPERSINST 1430.16

A6. List of Training Manuals and Correspondence Courses, NAVEDTRA 10061-AR

Q7. What purpose does the Bibliography for Advancement Study, NAVEDTRA 10052-AG, serve?

Q8. How often is the Bibliography for Advancement Study, NAVEDTRA 10052-AG, published?

- OPNAVINST 1500.45, VOLUNTARY EDUCATION PROGRAMS IN THE NAVY—This instruction provides policy, guidance, and information concerning voluntary education programs in the Navy. This instruction is referred to as the Navy Campus.

- OPNAVNOTE 1530, ENLISTED COMMISSIONING PROGRAM (ECP)—This notice is issued annually. ECP is a program for career motivated personnel who have completed at least 1 year of undergraduate college work and are interested in earning a commission in the regular Navy. This notice announces the eligibility requirements and application procedures.

- NAVMILPERSCOMINST 1131.1 (LIMITED DUTY OFFICER AND WARRANT OFFICER PROGRAMS)—These two programs allow highly qualified and motivated senior enlisted personnel to obtain commissions. This instruction provides the eligibility requirements and application procedures for both programs.

- *RETENTION TEAM MANUAL*, NAVPERS 15878—This manual contains a complete chapter on education programs, commissioning programs, and information on veteran's educational benefits.

- *ENLISTED TRANSFER MANUAL*, NAVPERS 15909C—This manual contains eligibility requirements and general information on the following ESO areas.

  Nuclear power training

  Submarine training

  Service schools (procedures for requesting service school quotas and for determining obligated service requirements for service schools)

  Assignment to special programs

- *MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS*, NAVPERS 18068D—This manual is vital to all enlisted personnel and to every command in which enlisted personnel serve because it prescribes enlisted skill requirements. It is imperative that the various division personnel, ESO, training officers, supervisors, and enlisted personnel be familiar with the requirements contained in this manual in order to understand their relationship to the training, advancement, and distribution systems. This manual contains two sections.

SECTION I—This section contains the Navy Enlisted Occupational Standards, which express the Navy's requirements for enlisted skills as determined by manpower management. They form the basis for determining the occupational areas in which personnel are trained, advanced, and assigned. Thus, these requirements are a fundamental underpinning of the Navy Enlisted Occupational Standards.

What is a naval standard? A naval standard states the minimum skills required of enlisted personnel which are not specifically rating oriented. They are areas and subjects of which personnel should have knowledge, in addition to required rating skills. They are universal to all rates and rating. An example of naval standards is shown below.

PETTY OFFICER SECOND CLASS (E-5)

950 NAVAL STANDARD

952 CUSTOMS AND COURTESIES

952501	Duties and responsibilities of quarterdeck watch officer

953 ORGANIZATION

953501	Names, abbreviations, and broad responsibilities of the bureaus and systems commands of the Navy Department

In other words, all petty officers second class and petty officer second class candidates should be able to define the duties and responsibilities of the quarterdeck watch, regardless of rating.

What is an occupational standard? It is the enlisted tasks required of, and within, specified occupational entities (rates and ratings). They are minimum standards that represent the lowest level of skill required to function effectively at a given level of responsibility to fulfill Navy needs. An example of occupational standards is shown below.

BOATSWAIN'S MATE THIRD CLASS (BM3)

34 SEAMANSHIP

34011	Distribute and attach running rigging for handling cargo
34012	Erect station markers for replenishment at sea

All Boatswain's Mates, as well as BM3 candidates, should be able to perform this task.

SECTION II—This section contains all Navy Enlisted Classifications (NECs) which identify skills requiring more specific identification than is provided by rates and ratings, and which are not rating-wide requirements.

- *NAVY CUSTOMER SERVICE MANUAL*, NAVEDTRA 10119-B—This manual is important to any service providing office such as ESO. It contains valuable information regarding customer service relationships for all office members.

- *PERSONNELMAN 3 & 2 RATE TRAINING MANUAL*, NAVEDTRA 10254-D (Chapters 3 and 11)—This manual contains information concerning training, advancement, and educational services.

- OPNAVNOTE 1510—An annual notice is issued on the Enlisted Education Advancement Program (EEAP). This program provides selection of highly qualified and motivated career enlisted personnel to obtain an associate of arts/science degree in 24 months or less. This notice announces the eligibility requirements and application procedures.

Q9. To what manual should you refer when seeking information on the Navy Enlisted Classification Codes (NECs)?

Navy Campus/Defense Activity for Non-Traditional Education Support (DANTES) References

- CNET INSTRUCTION 1560.3B, *THE NAVY CAMPUS MANUAL*—This manual is published by the Chief of Naval Education and Training and is stocked at the Publications Center in Philadelphia. It contains descriptions of all Navy Campus programs and provides the educational services officer specific guidance on all Navy Campus programs.

- *THE DANTES EXAMINATION PROGRAM HANDBOOK* (DEPH)—This handbook contains most of the administrative information needed for the management and administration of the DANTES sponsored (funded and non-funded) examination programs. Supplemental instructions are issued by the various examination publishers to aid you in test administration, counseling, and test interpretation. It should be noted that DANTES test control officers are nominated from Navy Campus education specialists. Only the larger ships and shore

ANSWERS TO QUESTIONS Q7 AND Q8.

A7. It contains a listing of enlisted training manuals and publications which should be used by each candidate in preparation for advancement examinations.

A8. Annually

stations without Navy Campus offices have designated test centers and can only serve upon the approval of Naval Education and Training Program Development Center (NETPDC).

- *THE GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES*—This guide has 3 volumes (volume 3 is for the Navy). It provides information and recommendations for formal courses offered by the armed services and recommended credit for courses completed outside a particular learning institution. For example, it provides the recommended credit hours towards post secondary education for individuals who completed PN class A school (3 hours). This guide was developed by the American Council on Education.

- *HANDBOOK TO THE GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES*—This handbook, published by the American Council on Education, will assist you in using the Guide to the Evaluation of Educational Experiences in the Armed Services.

- *GUIDE TO EXTERNAL DEGREE PROGRAMS*—This guide is published by DANTES and provides ESOs with a list of the many institutions in which military personnel may enroll and earn an academic degree without residency. This academic degree may be for a high school diploma, associate or bachelor degree, or graduate program. This guide should be used with the *Guide to the Acceptance of Non-Traditional Credit in Service Members Opportunity Colleges* (SOC).

- *THE GUIDE TO THE ACCEPTANCE OF NON-TRADITIONAL CREDIT IN SOC INSTITUTIONS*—This guide was developed by DANTES. It provides school counselors and students with general information on how non-traditional experiences may be reviewed. It identifies some of the non-traditional means that are available and commonly used by military students to demonstrate college-equivalent learning. It also summarizes the acceptance of non-traditional credit in Service Members Opportunity Colleges (SOC).

ANSWER TO QUESTION Q9.

A9. Section II of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, NAVPERS 18068D

LESSON 2

EDUCATIONAL SERVICES OFFICE

LEARNING OBJECTIVES

Thorough study of this lesson will enable you to accomplish the following objectives.

1. Implement the techniques and concepts of good office management.
2. Indicate the factors that must be considered in arranging the ESO office.
3. Specify the tools necessary for operations of an efficient ESO office.
4. Stipulate the critical elements of administration.
5. Establish and implement the correct procedures for managing the ESO office.
6. Perceive the importance of good customer service.
7. Determine the qualities necessary to provide effective customer service.
8. Designate the basic products of the educational services office and proper procedures for the control of these products.
9. Acknowledge the importance of training for office personnel and formulate appropriate training for office members.

The main function of the educational services office is to produce. The educational services office may have the best space, a good arrangement, and all the tools of the trade, but if the office does not produce, then it has no justification for existence. Educational services offices are known for the quality of their customer service, their basic office output, and some by-products that are in the areas of morale, pride, and character or reputation. As educational services officer, you must motivate, train, and supervise workers in such a way that the best office production possible is accomplished with the capabilities of your office workers.

The location of the educational services office is influenced by the size of the ship or station it serves. The office may occupy a separate space or it may be located in the personnel office or the career counselor's office. Regardless of its location, the reputation of the educational services office is based on the quality of service it renders. Personnel who are served by this office judge it by its measure of cooperation, quality of output, degree of efficiency, and the overall attitude of its workers. A well-run office reflects professionalism. The professional reputation of the educational services office is directly affected by the personnel's knowledge of basic management techniques and their application of these techniques through effective administration of the office.

EDUCATIONAL SERVICES OFFICE MANAGEMENT

To maintain a well-run productive office, the following techniques and concepts should be given careful consideration.

- Office arrangement
- Tools of the trade

- Command coordination
- Elements of administation
- Training program

The office procedures, regulations, and guidelines may vary from office to office, but the basic principles of good management remain the same.

Q1. A well-run educational services office reflects professionalism in what manner?

OFFICE ARRANGEMENT

The arrangement of the educational services office has a significant impact on morale and effectiveness of the office personnel. The equipment in the office should be arranged in a manner which permits implementation of the following actions and procedures.

1. Effective supervision. The desk of the ESO should be located in a position that enables him/her to observe the office without getting up or otherwise interrupting the work of the office.
2. Ready access to personnel. Personnel having the most frequent customer contact should be located near the entrance and service area.
3. Maximum comfort for both the office staff and the customer. Each office member should be provided adequate working space. Working in a cramped space is tiring and tends to adversely affect the work of an individual. Exercise whatever control you have in selecting office furniture to ensure each worker has a suitable chair and desk or table.
4. Easy access to files and duplicating/reproducing equipment. Too much distance between desks and office equipment used by office personnel will result in time lost in going from one location to the other.
5. Good lighting and ventilation. You should take special care to ensure each office member has adequate lighting with a minimum of glare. Room temperature and ventilation should be controlled to provide an optimum working environment.
6. Clear passages and access. Restrict access to your office except in situations that require it. Establish an office policy to ensure all individuals conduct their business at the door or service counter.
7. A neat and uncluttered office appearance. Desks should be neat and orderly. Excess supplies and forms, overflowing file baskets, and personal belongings such as articles of clothing, paperback books, luggage, and so forth, should not be kept on or around the office desks (fig. 2-1).

The appearance of the educational services office is a reflection of the caliber of work being accomplished by the office.

Q2. As the educational services officer, what is the first thing you should evaluate if you are trying to improve the overall effectiveness of the educational services office?

TOOLS OF THE TRADE

Each profession has its own tools of the trade, and the educational services profession is no different. Next to the worker, the tools are the most important factor in accomplishing the goals of the office. Office equipment, the various types of office supplies, and the numerous publications/directives are tools the ESO must rely on daily to maintain the office. The office cannot function properly without the required tools. The ESO is responsible for ensuring the tools required for the efficient operation of the office are readily available and properly maintained.

146.27

Figure 2-1.—Office arrangement.

Q3. What are the basic techniques and concepts you should implement to maintain a productive, well-run office?

Office Equipment

The office supervisor should examine all office equipment periodically and make the following determinations.

- Is the equipment presently in use the best that is available?
- Is all of the equipment in good condition?
- Do office personnel take proper care of their equipment?
- Is there a need to train certain office personnel in equipment maintenance?

Chapter 4 of the PN 3 & 2 RTM, NAVEDTRA 10254-D, contains information on maintaining office equipment. This information should be incorporated in the division training sessions. Proper emphasis on preventive maintenance and the care of typewriters, mimeograph machines, and other copiers and office machines will save office man-hours and money through less equipment failure and downtime. This is very important since most ships and stations have either word processing equipment or computers—sometimes both. Equipment in good working condition helps ensure steady, efficient office production.

Sufficient office supplies that are current, properly stowed, and readily available are a necessity. Do not wait until your office supplies are nearly exhausted before ordering more supplies. If the office is constantly borrowing supplies from other offices or commands, there is something wrong with your office supply system. A good office supply system cannot be overemphasized; you cannot run an office on a "cumshaw" basis.

As educational services officer, you will need to evaluate your office supply system and determine what it is supposed to accomplish. You will have to develop a system, based on your needs, that will be the most effective in your office.

Generally, an office supply system is built around a designated supply petty officer. The ESO should give the supply PO support, direction, and assistance when it is needed. The supply PO may be permitted to experiment with the system until the best system for the office has been developed. However, the office supervisor must continue to monitor the system to ensure all office personnel do their part to make the system work.

Q4. Office procedures, regulations, and guidelines may vary from office to office, but what aspect of good management remains the same?

Publications and Directives

The publications and directives identified for use in the educational services office are tools that are necessary to operate your office efficiently. They are just as important as office equipment and supplies.

In the command administrative office (ship's office) you will find a MASTER set of publications and directives available for your use as the ESO. However, there are some basic publications and directives that you should have and maintain in the ESO. It would be difficult to perform your ESO duties without the following publications and directives:

Manual of Advancement, BUPERSINST 1430.1B

BUPERSNOTE 1418 (examination information for each exam cycle)

Bibliography for Advancement Study, NAVEDTRA 10052

List of Training Manuals and Correspondence Courses, NAVEDTRA 10061

There are additional publications, directives, and notices listed in Lesson 1 that you will need to maintain or to have access to. Depending on the location of the ESO, if it is not closely situated to central files, you should have the supply office order the publications and directives you need, and maintain them in ESO. "ESO" should be stamped or written on the front cover of all publications and directives maintained in the education services office. Office publications and directives must be kept current, located where office workers have reasonable access to them, and controlled so that they may be located at any time by the responsible user.

A good method of keeping your publications and directives current is to ensure that the command central file has the ESO on distribution to review all incoming weekly transmittals, see figures 2-2 and 2-3. If there is anything on the transmittal that pertains to ESO, make a notation on the route sheet or transmittal sheet and return it to central files. Based upon your notation on the route sheet or transmittal, central files should provide you with a copy of the instruction, notice or change transmittal. For example, in figure 2-2, ESO would want a copy of the notice on the BOOST Program, and in figure 2-3 ESO would need a copy of the notice on LDO and CWO Program. Although it is not required, experience has shown that a good system for maintaining your publications and directives is to index and catalog all publications held in ESO.

Indexing—Indexing your publications is accomplished by giving each publication a number in numeric sequence. Place the number on the spine of the publication so it is visible when the publication is on the shelf.

Cataloging—Cataloging your publications is accomplished by preparing a master listing of the publications in their numeric sequence as assigned. Place this master listing on or near the publication shelf. See figure 2-4.

Q5. What factors should be taken into consideration when you are determining the office arrangement of the educational services office?

When the supervisor fails to maintain proper control over official publications and directives, the publications and directives will most likely be outdated, improperly filed, or incomplete. Improper maintenance and control of publications and directives will seriously jeopardize routine office procedures and may create serious problems. To avoid this type of slippage, the supervisor may delegate the responsibility of publications and directives control to one office worker, and require that person to set up a check-out system for maintaining control of all materials at all times. The person who has been delegated the responsibility for control may also be held responsible for maintaining all publications and directives and keeping them current or up-to-date. Another

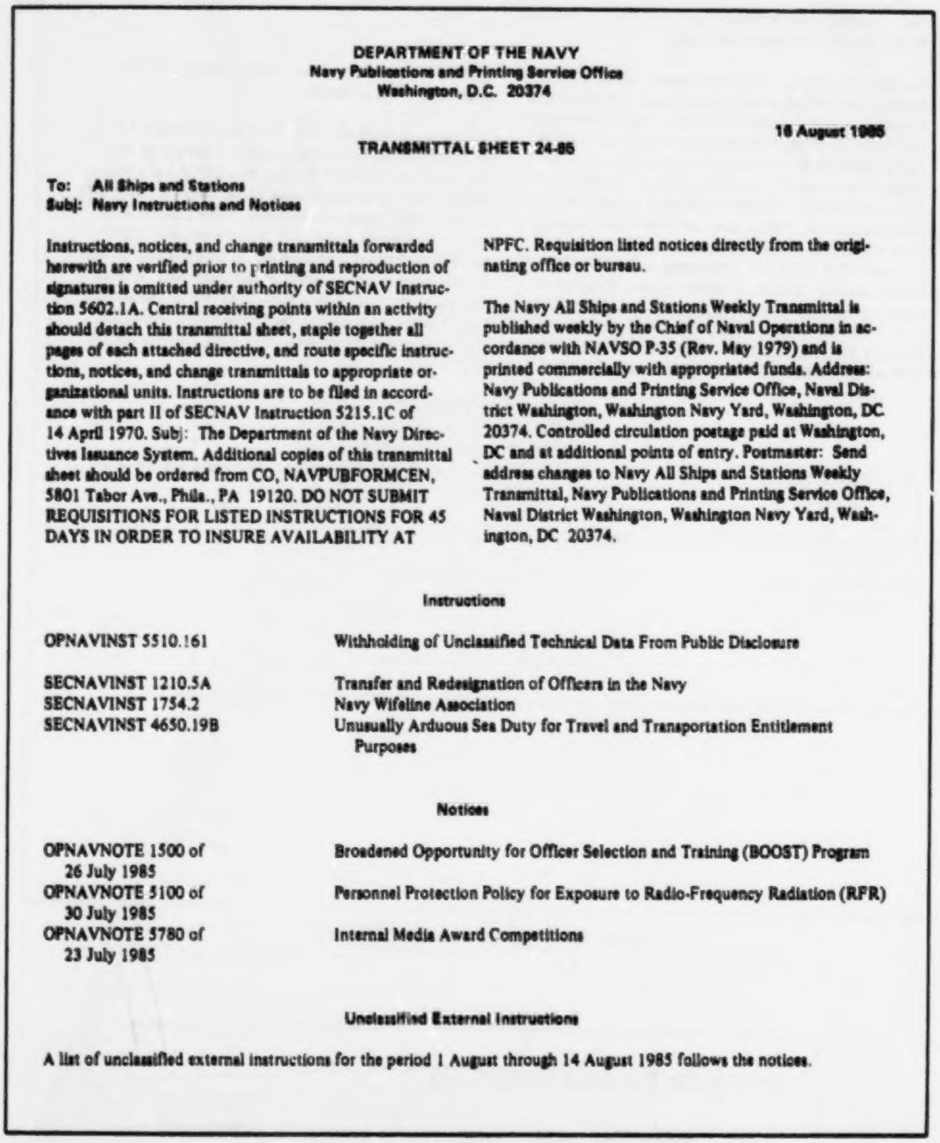
ANSWERS TO QUESTIONS Q1. THROUGH Q4.

A1. Professionalism is reflected by the office member's knowledge of his/her job, good management knowledge, and the application of this knowledge through effective administration.

A2. The quality of service being provided is the first thing you should evaluate.

A3. The basic techniques and concepts necessary to a well-run office are office arrangement, the supply and maintenance of the tools of the trade, command coordination, elements of effective administration, and a training program.

A4. Application of the basic principles of good management are necessary in all well-run offices.



DEPARTMENT OF THE NAVY
Navy Publications and Printing Service Office
Washington, D.C. 20374

16 August 1985

TRANSMITTAL SHEET 24-85

To: All Ships and Stations
Subj: Navy Instructions and Notices

Instructions, notices, and change transmittals forwarded herewith are verified prior to printing and reproduction of signatures is omitted under authority of SECNAV Instruction 5602.1A. Central receiving points within an activity should detach this transmittal sheet, staple together all pages of each attached directive, and route specific instructions, notices, and change transmittals to appropriate organizational units. Instructions are to be filed in accordance with part II of SECNAV Instruction 5215.1C of 14 April 1970. Subj: The Department of the Navy Directives Issuance System. Additional copies of this transmittal sheet should be ordered from CO, NAVPUBFORMCEN, 5801 Tabor Ave., Phila., PA 19120. DO NOT SUBMIT REQUISITIONS FOR LISTED INSTRUCTIONS FOR 45 DAYS IN ORDER TO INSURE AVAILABILITY AT NPFC. Requisition listed notices directly from the originating office or bureau.

The Navy All Ships and Stations Weekly Transmittal is published weekly by the Chief of Naval Operations in accordance with NAVSO P-35 (Rev. May 1979) and is printed commercially with appropriated funds. Address: Navy Publications and Printing Service Office, Naval District Washington, Washington Navy Yard, Washington, DC 20374. Controlled circulation postage paid at Washington, DC and at additional points of entry. Postmaster: Send address changes to Navy All Ships and Stations Weekly Transmittal, Navy Publications and Printing Service Office, Naval District Washington, Washington Navy Yard, Washington, DC 20374.

Instructions

OPNAVINST 5510.161	Withholding of Unclassified Technical Data From Public Disclosure
SECNAVINST 1210.5A	Transfer and Redesignation of Officers in the Navy
SECNAVINST 1754.2	Navy Wifeline Association
SECNAVINST 4650.19B	Unusually Arduous Sea Duty for Travel and Transportation Entitlement Purposes

Notices

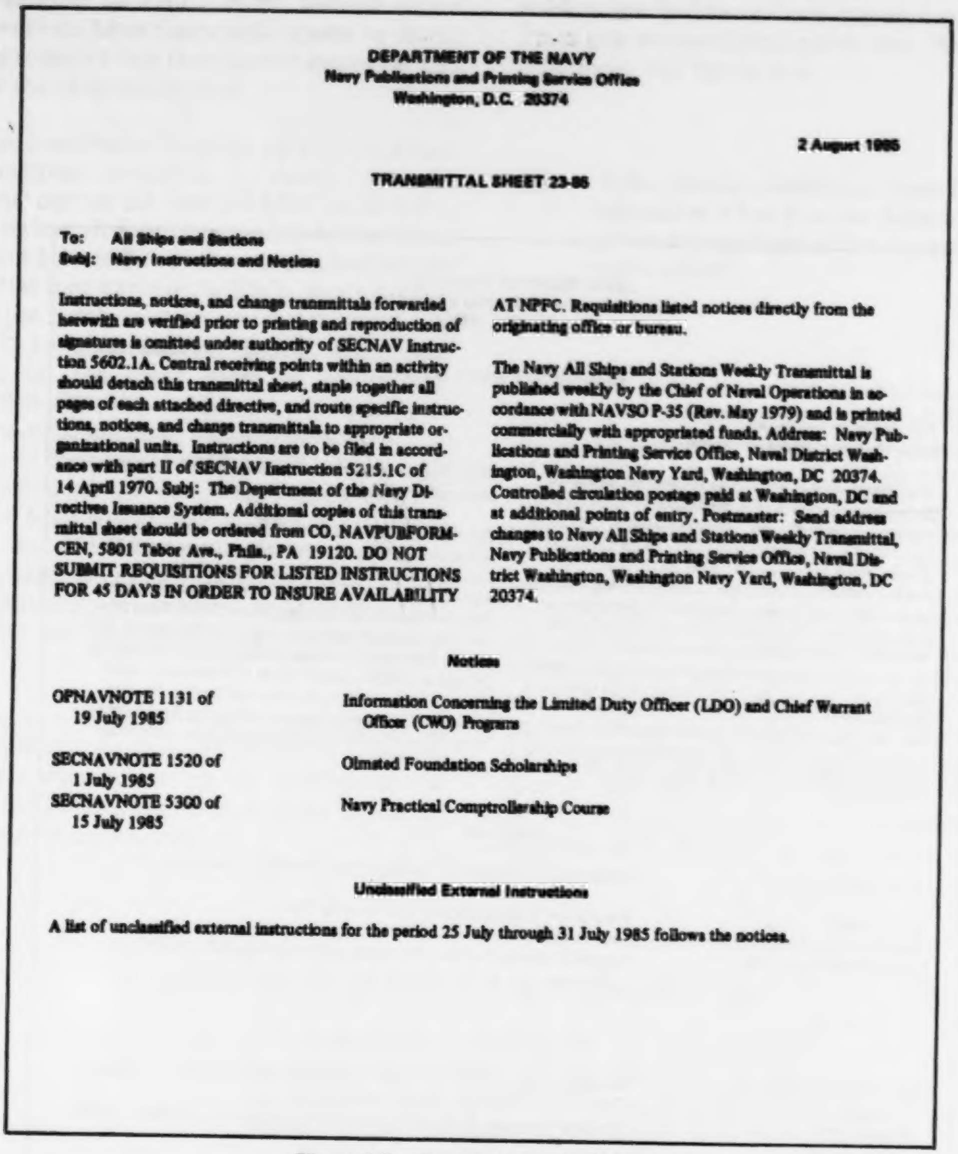
OPNAVNOTE 1500 of 26 July 1985	Broadened Opportunity for Officer Selection and Training (BOOST) Program
OPNAVNOTE 5100 of 30 July 1985	Personnel Protection Policy for Exposure to Radio-Frequency Radiation (RFR)
OPNAVNOTE 5780 of 23 July 1985	Internal Media Award Competitions

Unclassified External Instructions

A list of unclassified external instructions for the period 1 August through 14 August 1985 follows the notices.

299.2

Figure 2-2.—Sample transmittal sheet.



DEPARTMENT OF THE NAVY
Navy Publications and Printing Service Office
Washington, D.C. 20374

2 August 1985

TRANSMITTAL SHEET 23-85

To: All Ships and Stations
Subj: Navy Instructions and Notices

Instructions, notices, and change transmittals forwarded herewith are verified prior to printing and reproduction of signatures is omitted under authority of SECNAV Instruction 5602.1A. Central receiving points within an activity should detach this transmittal sheet, staple together all pages of each attached directive, and route specific instructions, notices, and change transmittals to appropriate organizational units. Instructions are to be filed in accordance with part II of SECNAV Instruction 5215.1C of 14 April 1970. Subj: The Department of the Navy Directives Issuance System. Additional copies of this transmittal sheet should be ordered from CO, NAVPUBFORMCEN, 5801 Tabor Ave., Phila., PA 19120. DO NOT SUBMIT REQUISITIONS FOR LISTED INSTRUCTIONS FOR 45 DAYS IN ORDER TO INSURE AVAILABILITY AT NPFC. Requisitions listed notices directly from the originating office or bureau.

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Notices

OPNAVNOTE 1131 of 19 July 1985	Information Concerning the Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs
SECNAVNOTE 1520 of 1 July 1985	Olmsted Foundation Scholarships
SECNAVNOTE 5300 of 15 July 1985	Navy Practical Comptrollership Course

Unclassified External Instructions

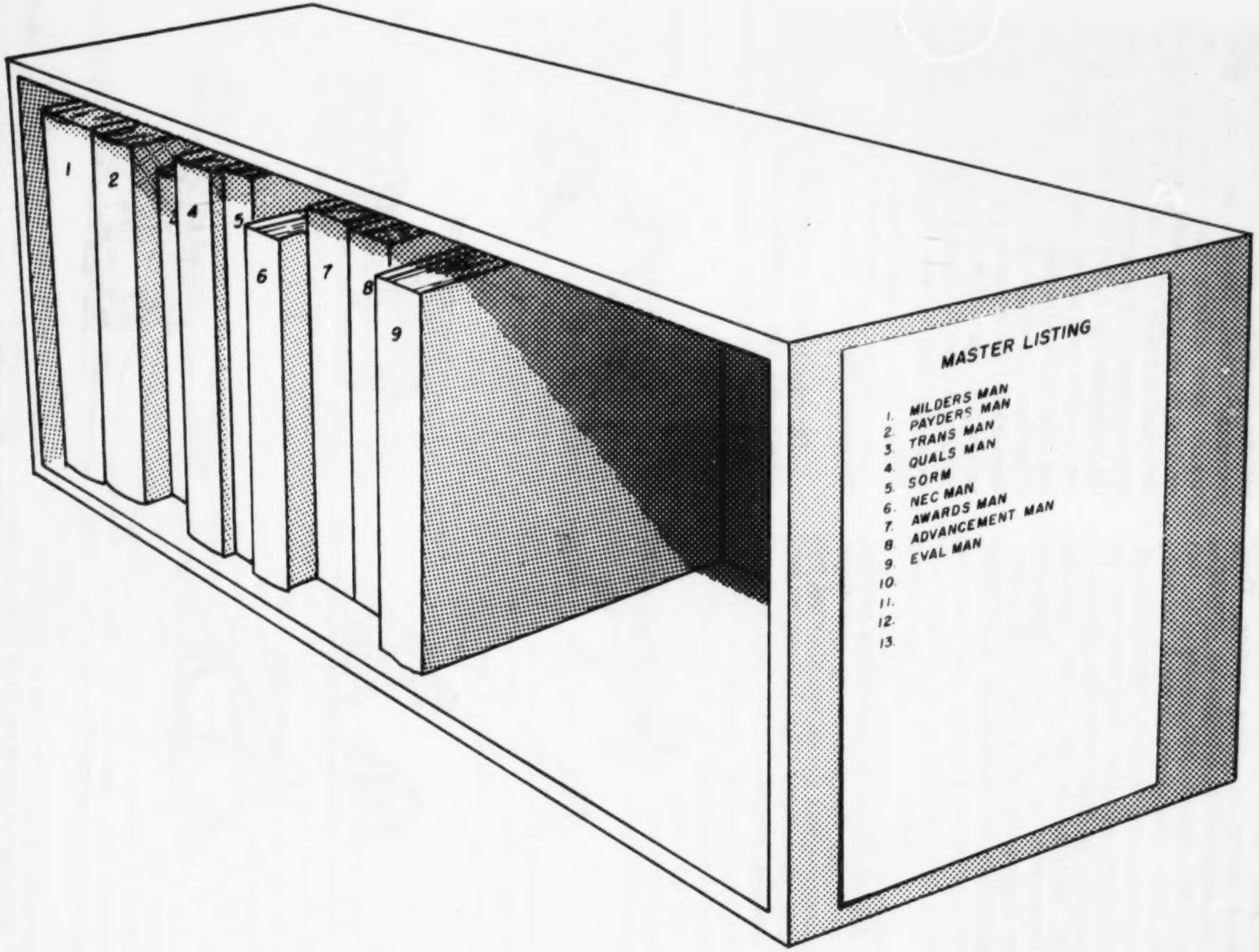
A list of unclassified external instructions for the period 25 July through 31 July 1985 follows the notices.

299.3

Figure 2-3.—Sample transmittal sheet.

ANSWER TO QUESTION Q5.

A5. Effective supervision, ready access to personnel and office machines, maximum comfort for personnel, good lighting and ventilation, clear passageways, and office apearance should be taken into consideration.


1
2
4
5
6
7
8
9
MASTER LISTING
1. MILDERS MAN
2. PAYDERS MAN
3. TRANS MAN
4. QUALS MAN
5. SORM
6. NEC MAN
7. AWARDS MAN
8. ADVANCEMENT MAN
9. EVAL MAN
10.
11.
12.
13.

299.1

Figure 2-4.—Publication shelf with master listing.

way of establishing control is to assign maintenance of specific publications and directives to the personnel who are familiar with their contents and who are most likely to use them as a matter of office routine. They would be responsible for making changes, keeping them current, and caring for the material by keeping them properly stowed. If this method is used, a master list of the publications and their locations must be kept as well as cross-reference sheets of directive locations in the master directive file. *Department of the Navy Directives Issuance System*, SECNAVINST 5215.1, contains guidelines for maintaining an effective directive system.

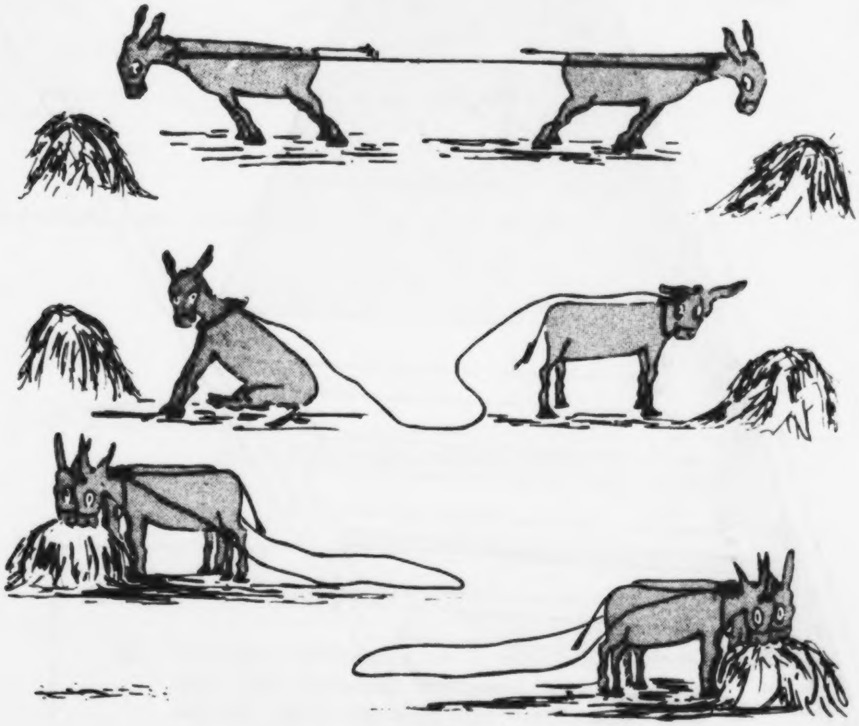
Q6. A good system for maintaining publications and directives in the educational services office should include what two basic procedures? What do these two procedures involve?

COMMAND COORDINATION

You will learn quickly that the educational services office cannot perform its functions without the services and coordination of other command offices. The attitude of your office toward other offices, their supervisors, and working personnel will soon be reflected in their personnel and their office output of work. Your primary concern is the operation of the office and the responsibilities of the ESO. However, ESOs who practice good management techniques learn that other offices they must depend on within their department (intradepartmental) and outside their department (interdepartmental) also expect good service from their office. The educational service office must conduct business with each department, and command coordination is absolute (fig. 2-5).

Personnel Office

The educational services officer must coordinate with the personnel office on a daily



146.59

Figure 2-5.—Coordination of work efforts.

basis—checking out service records for worksheet preparation, advancement entries, and so forth. A good working rapport with the personnel office will pay big dividends and promote good morale.

Disbursing/Military Pay Office

Because of the Joint Uniform Military Pay System (JUMPS) and the optical character recognition (OCR) documents, the ESO will frequently need to coordinate with the disbursing/military pay office. The supervisors of both the educational services office and disbursing/military pay office know that if their input into JUMPS is to be carried out in a timely, accurate, and satisfactory manner, they must cooperate with each other. Congenial attitudes, cooperation, and the coordination of work between disbursing, ESO, and personnel offices will help produce quality office outputs.

NOTE: Disbursing offices ashore within the PASS network are known as military pay offices.

Supply Office

The supply office is very important to the operation and function of the educational services office. Coordination of office supplies on hand, supplies maintained in supply storage, and those on order are necessary to keep an office functioning properly.

Q7. Intradepartmental and interdepartmental interfacing is absolute in order to have effective command coordination. What is the difference between the two terms?

Q8. SECNAVINST 5215.1 is of what importance to the educational services office?

ELEMENTS OF ADMINISTRATION

To have an effective ESO office, you should apply the four elements of administration: planning, organization, command, and control.

Planning

The time and thought devoted to planning pays dividends in terms of the time and effort saved later. To plan properly, you must have accurate information about the past and present. One of the mistakes often made when individuals start new assignments is to make changes before they understand the existing system. Many things are done that appear strange when a person is new to an assignment. Some may even appear pointless and silly. You should not act on the first impression.

The ESOs who are able to report aboard before their predecessors are detached are fortunate. They have the opportunity to observe what is going on in the office and to become familiar with the office routine.

If you find yourself in this position, you should first investigate the exact functions of the office. You may know the functions from previous assignments or from your general knowledge of the Navy, but it is a good idea to become familiar with the exact functions of your new office. If what you think you know turns out to be right, you will be glad to have your opinion verified, and if it develops that there were gaps in your knowledge, you will have served yourself well with the acquisition of new knowledge.

Q9. The normal functions of the educational services office will necessitate daily interaction and coordination with what other offices?

PERSONNEL.—Get acquainted with your personnel. Find out what training, experience, and skills they have. This study, while it should begin immediately, will not be finished quickly. It is necessary to size up your office members as soon as possible, but remember that the longer you know people, the more you can learn about them. If you are setting up a new office, you will have to make immediate decisions regarding assignments. In an office already in operation, you probably will not make many changes in individuals duties until you have been in charge for some time.

Providing quality service in the office is the responsibility of all personnel in the office. The ESO may be capable of rendering quality service but fails to do so because of a poor attitude of the workers in the office. The fairness, courtesy, and cooperation you extend to your workers will greatly affect the morale of your office. If you want the workers to have pride in their work, then you, as the educational services officer, must have pride in them.

Since the educational services office is a service-providing office, The *Navy Customer Service Manual*, NAVEDTDRA 10119-B, is a reference that should be studied by all members of the office. This manual should also be incorporated into the office training program. The following determinations are pertinent to each individual office worker and should be considered by each member.

- Do I present a good personal appearance?
- Am I competent to render the services requested?
- Am I familiar enough with the broad scope of the educational services office to know the sources that should be contacted to seek assistance when a requested service is beyond my capabilities?
- Do I show pride in my work by doing my best work and keeping current, complete, and accurate records?
- Am I familiar with the content of the directives and publications used most frequently in the services I render?
- Do I know how to ask good questions to gain the information needed to evaluate a problem?
- Do I speak and write clearly and understandably?
- Am I capable of performing my job without constant supervision?
- Do I treat my customers as individuals who have individual needs?
- When I answer a customer's question, do I make sure the information given is correct?
- Does my service to customers reflect fairness, courtesy, and a cooperative attitude through a pleasant, friendly nature, a willingness to help, a genuine concern for the problems, and an ability that instills confidence?
- If I were the customer, would I believe the service rendered is the best the office has to offer?

Q10. Why is the NAVEDTRA 10119-B important to the training of your office personnel?

ANSWERS TO QUESTIONS Q6. THROUGH Q9.

A6. Indexing and cataloging. Indexing involves giving each of your publications a number in numeric sequence. Cataloging involves preparing a master listing of your publications in numeric sequence.

A7. Intradepartmental is interfacing within the the department; interdepartmental is interfacing outside the department.

A8. SECNAVINST 5215.1 contains guidelines for maintaining an effective directive system.

A9. The educational services office interacts daily with the personnel office, the disbursing/military pay office, and the supply office.

BASIC OFFICE PRODUCTS.—After you have become familiar with the mission of your office, you should next consider how your work fits into the work of your activity. This means understanding the functions of the ship or station, which, as you know, means the study of organization charts, organizational manning, billets authorized, and other documents.

Basic office products include such things as outgoing correspondence, examination worksheets, applications for correspondence courses, and OCR documents such as Record of Personnel Action, NAVPERS 1070/610.

The quality and quantity of the basic office output is determined to a great extent by your ability to supervise and control the work. Knowing when, where, and what checkpoints are required for a specific product is an important aspect of good management.

The main sources of information about ongoing office projects are described in organization books, official manuals, and directives.

A supervisor who has too much work to check (control) will do well to assign one of the junior supervisors the responsibility of checking for errors; then, the office supervisor can spot check the work for completeness and accuracy. As office supervisor, you will be surprised at how much pride a junior supervisor will put into checking office output if assigned responsibility for that product in final form.

Do not forget to promote courtesy and fairness as you strive for improved efficiency and office output. An overzealous junior supervisor who openly reprimands a junior worker with undue harshness needs your personal attention. The old adage, "reprimand in private and praise in public" is still a good supervisory rule. Usually, public reprimands are not necessary unless proper authority is being challenged openly.

Everyone makes mistakes. You should note all office discrepancies and take the action necessary to correct them. Be careful of the tendency to demand perfection. It is good to strive to eliminate errors, but a good worker who makes an occasional mistake should not be unduly pressured. The worker who repeatedly makes errors is the one who needs supervisory attention. In a real sense, your office workers are your customers. They come to you for help; and sometimes the need for help is apparent before they seek it. Take pride in your professionalism, use the guidelines of customer service as a check on your attitude, and supervise your office with the managing techniques that will produce an efficient end product.

Q11. What are the basic office products of the educational services office?

FLEXIBILITY.—Sometimes the best of plans have to be revised; therefore, planning has to be flexible. If a plan fails to work as efficiently as you had expected, change it. Alert responsible personnel to keep their minds and eyes open to ensure that their plans are working out and, if not, make the necessary adjustments and changes. They should watch for changes in function, in personnel, or in working conditions and modify their plans accordingly. You should not continue a practice just because it has always been done that way if it is clear there is a better way of doing it.

On the other hand, frequent reorganization of office procedures usually indicates faulty original planning and may reflect unfavorably on your competence. Your subordinates are likely to recognize this fault and resent having to move office furniture or perform other tasks of reorganization simply because you did not plan well in the first place. Well thought out organizational changes will increase the efficiency of the office.

Q12. What three types of references must be available in your office to provide the information necessary to generate ongoing office products?

Organization

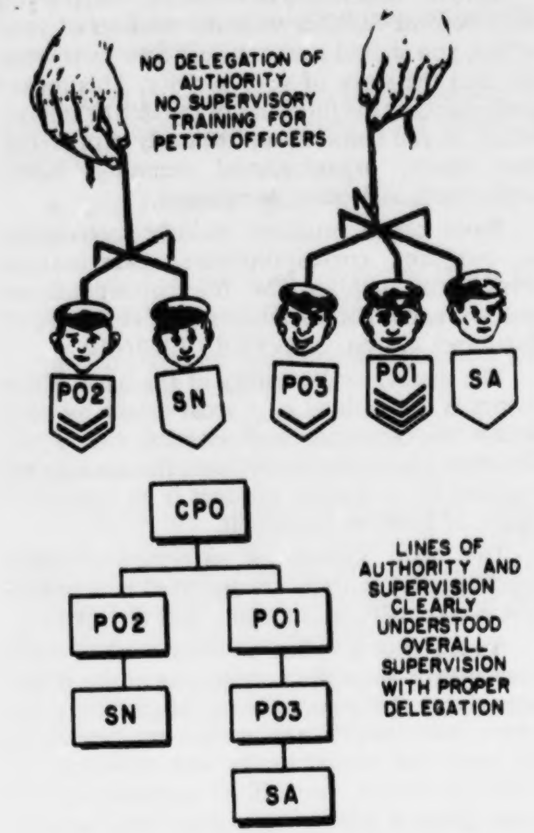
The fact that your office organization is relatively simple does not diminish in any way the importance of having a clear and well-balanced structure. Individuals should know what is expected of them and what authority they have. This does not mean that your office members should not be expected to help each other from time to time, or that you cannot reassign them as necessary. It merely furnishes an established and generally understood system of operation (fig. 2-6).

CLEARLY DEFINED DUTIES AND RESPONSIBILITIES.—Each individual should understand what is to be done and how it is to be done. If the work is new, you should explain the process thoroughly. Monitor the operations until you are sure your instructions were understood and are being carried out.

RELATED TASKS PROPERLY GROUPED.—When assigning duties, you should remember it is best to give similar or related tasks to the same person. A proper combination of duties not only speeds up operations by eliminating wasted motion, it will also improve accuracy.

INDIVIDUAL CAPABILITIES.—You should always find out what each of your office members can do best and what each likes to do well enough to put extra effort into it. You should not make all of your assignments on this basis, but you should give your office members the opportunity to work at the things they like most and do best when the workload and distribution of work permits. This will pay dividends in the quality and quantity of work and in office morale.

The tendency of many supervisors is to give the most work to the best office worker. Following this practice will create an uneven workload, lower morale, and creates bottlenecks that slow up work. Divide the workload fairly. You should study each person's workload to determine if each person is doing a fair share. Sometimes individuals who seem to be overloaded may need to be taught how to organize their work better or how to speed up routine operations. At other times, the load on one worker may have gradually increased without you noticing it, until the work is completely out of line with your original assignments.


NO DELEGATION OF AUTHORITY
NO SUPERVISORY TRAINING FOR PETTY OFFICERS
PO2
SN
PO3
PO1
SA
CPO
PO2
PO1
SN
PO3
SA
LINES OF AUTHORITY AND SUPERVISION CLEARLY UNDERSTOOD
OVERALL SUPERVISION WITH PROPER DELEGATION

146.58

Figure 2-6.—Use of subordinate personnel.

ANSWERS TO QUESTIONS Q10. THROUGH Q12.

A10. NAVEDTRA 10119-B contains basic information on providing good customer service.

A11. The basic office products of the ESO are correspondence, examination worksheets, course applications, and preparation of OCR forms.

A12. Organization books, office manuals, and directives should always be available in the office.

Command (Take Charge Of Your Office)

The command element of administration basically means to take charge. Your responsibility over your office bears a similar responsibility to that of a commanding officer in charge of his ship. Your area is smaller, the actions you are authorized to take are correspondingly less, but the combination of responsibility and authority exists in the same proportions for you as for those whose area of authority is broader.

DECISIONS.—One of the most significant indications of command is the authority to make decisions. The person exercising command not only is allowed to make certain decisions, but he/she is expected to make decisions. It is a serious error to try to make decisions that are beyond the scope of your authority, but it is equally serious to refuse to stand up to your responsibilities when decisions are required of you.

COORDINATION.—Coordination is the element that ties work functions together and makes them run smoothly. Even if you have only two individuals working under your supervision, you will have to do some coordinating. You will have to keep in mind the various operations that you and your office members are performing and see that each operation is accomplished at the proper time.

Control

The fourth and final element of administration is control. You must decide what your office personnel should do, and instruct them in carrying out their duties. You must ensure that they complete their tasks, comply with rules and regulations, and carry out the functions of the office. This will ensure that the office accomplishes the daily functions and reaches its goals.

SUPERVISION.—To exercise control properly, you must be aware of what is going on at all times. Learn to work on one thing and, at the same time, keep an eye and ear out for what your people are doing. The fact that you are paying attention to what they do has a beneficial effect on the atmosphere of the office.

Conscientious supervision will enable you to prevent your people from forming bad work habits by teaching them good habits. Good work habits are easily taught in the beginning, before an individual has formed work habits. You can accomplish this by well-planned instruction. When you are explaining how to perform a new task, you should follow the steps listed below.

1. Explain what is to be done.
2. Show the worker how it should be done.
3. Let the worker do it.
4. Check what the worker has done.
5. Correct any errors identified.
6. Explain anything the worker did not understand.

Following these procedures will encourage good work habits, and individuals will develop positive attitudes towards their work.

Q13. Name the four elements of administration and describe factors that should be included in each element.

One mistake commonly made by supervisors is over supervising. A successful supervisor often gets more out of a brief, casual visit than another would get from standing around for an hour watching an individual at work. The supervisor makes a practice of knowing as much as possible about each person; consequently, when the supervisor observes what the person is doing, a lot of information can be gained in a short period of time.

EVALUATE EACH PERSON'S PERFORMANCE CAREFULLY.—Establish a clear concept in your mind of what you expect of each person. How much output can you reasonably expect of each individual? What quality of performance is necessary for the job? Is quality or quantity more important on this job? What do you know about the personalities and work habits of your crew that will enable you to help them do the best job they can? If performance is below standard, determine why this is so and take the necessary action to improve it.

CRITICIZE PROPERLY.—People do their best work when they feel the supervisor trusts and respects them and is present mainly to give them help and direction. Do not offer adverse criticism so often that the office personnel expect negative input whenever you are around. This type of supervision creates hostility and stirs up such an atmosphere of nervous apprehension that it actually causes mistakes that otherwise may not have occurred.

From time to time you must assess what your personnel do and provide avenues for constructive criticism. Before you offer adverse criticism, always make sure that you have the whole picture. It never hurts to ask a few questions before you comment. The answers may change the nature of your conclusions considerably. Again, it is a good idea to keep the situation as casual as possible and avoid being overly critical.

You should start with the assumption that your office members are capable of doing their job well. Adopt a spirit of helpfulness as your fundamental attitude and make it a basis of your comments and actions. Most people will sense your attitude and respond to it positively.

Expect cooperation from your personnel. Usually, that expectation on your part will be enough to ensure compliance with your instructions, but if you find your directions have been disregarded, take the necessary action promptly.

ENCOURAGE INITIATIVE.—The art of giving praise and encouragement is equally as important as knowing when and how to deliver constructive criticism. One meaningful way of encouraging people is to listen to their opinions concerning specific problems, listen to their suggestions for improvement, and implement the appropriate suggestions.

If you use an idea that originated from one of your office members, be sure to give full credit for the contribution made. When you can do so, it is wise to let the crew try out their ideas; whether successful or not, the trial and error that goes with the learning process contributes to the learning experience. This is one of several ways that you, as a leader, can help others develop their professional abilities.

REVIEW.—Review is another control operation. We have already mentioned that review is your job and that you must assume responsibility for the review of all products that originate in your office.

ANSWER TO QUESTION Q13.

A13. 1. Planning—Obtain accurate information about the past and present activities of the office. Become familiar with the functions and goals of the office, personnel, basic office products, and then make flexible realistic plans.

2. Organization—Develop clearly defined duties and responsibilities. Assign related tasks to the same person; take individual abilities, skills, and preferences into account when making assignments; divide workload fairly; and review from time to time for needed changes.

3. Command—Make decisions that are commensurate with your authority.

4. Control—Ensure that tasks are completed accurately and in a timely manner by applying effective supervision; evaluate each office member's performance; criticize properly; and encourage initiative.

REPORTS.—Reports also facilitate control. Any periodic reports made by your office give you an opportunity to review performance and learn such things as how the office is progressing toward its goals, how various individuals compare in output, and how progress in the current period compares with that of previous periods.

Q14. What are the basic tools of the trade of the educational services office?

Q15. Defining duties and responsibilities of your office members comes under what element of administration?

OFFICE TRAINING PROGRAM

For the educational services office to maintain its efficiency, its working personnel must keep current with the changing administrative aspects of the Navy. Through experience, Navy supervisors have recognized that the only way to meet the challenge of keeping personnel current and efficient is through an active, effective, and continuing training program.

For an effective office training program, you can again apply the four elements of administration: planning, organization, command, and control.

Planning

To institute or improve the ESO office training program, you should consider on-the-job training (OJT), division training periods, and formal Navy schools and workshops.

- On-the-job training (OJT) has to be planned. If you should decide that you are going to rotate your office personnel from one job to another so they may gain new experience, you would have to plan the rotation and prepare for some work slowdown in the rotation process. The first step must be the development of a training plan, which allows for a slowdown in office output as new people learn to do different jobs. The swapping of jobs and the learning of new procedures must follow a detailed plan for the new people to understand exactly what they are required to do, when they are to do it, and how they are to perform in their new assignments.

- Division Training—A training program should be established within the ESO on a weekly basis. The amount of time allowed for each training session should be at least 1 hour and should be conducted during normal working hours, as outlined in the *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32. Each training session should encompass one area of general or personnel administration, such as examination worksheet preparation, NRCC and OCC applications, and service record entries. At the beginning of each training session, the supervisor should discuss all changes to directives/publications received since the last training session. In a series of training sessions, the office supervisor should prepare and present the first few training sessions. Office members who specialize in certain areas should be assigned to prepare and present the material in their specific area at a training session. The training officer and executive officer are aware of the need for training. They normally allow division training periods at a time determined by the division officers or provide specific periods of time each week for division training. If planning is not applied to the proper use of this allotted time, the time is wasted. Make use of the training time allotted. Plan a training schedule for subjects that need to be taught, decide who will provide the training on what subjects, and then help the presenters prepare for their presentations.

- Formal Schools and Seminars—Do not neglect the use of formal schools, workshops, and seminars for training office personnel. Just because you think you cannot spare the man-hours that will be lost by sending a person to school is usually not sufficient reason to deny attendance at a school. The exception to this is when your office is seriously under allowance. Schools are for longer periods of time than workshops; therefore, fewer people may go to a Navy school. Yet, the Navy school has a professionally designed curriculum that is taught by professional instructors, and the school teaches the material it is designed to teach in minimum time. Training workshops should be planned in your training program also. They generally take 1 or 2 days, and more personnel may attend training workshops because of their short time periods. The ESO workshop is an excellent example of training workshops that have helped train personnel in the past.

Organization

A training program will fail if it is not well organized. The planning, described earlier, must be put into effect. The training schedule that is prepared under planning is actually a document of organization. The training objectives will be achieved by following the schedule. Instructors who have properly prepared themselves and their lessons will be prepared to handle questions in closely related subject areas. Division training sessions are usually conducted in one of the offices. Your office work should be planned to allow for the training period. Another good customer service idea is to announce in the Plan of the Day that the office will be closed for normal service during the training period. Remember, it is very annoying to go to the personnel office for service and find a note on the door, Closed for a Training Period.

Q16. What types of training should be considered for personnel working in the educational services office?

Command

Take charge of the office training. You have to supervise. You have to promote enthusiasm. You have to set the tone by attending the training periods yourself. There is nothing more discouraging to a young instructor than to put a great deal of time into preparing a good training lesson and then have the office supervisor show so little interest that he/she does not attend. Attend your training periods. You may know the subject matter better than the junior instructor, but you should let the instructor do the teaching. Just because you are an observer, do not kill the group participation by monopolizing the conversation. After the training period is over, thank the instructor and clarify any problems that may have arisen in the planning or presentation of the lesson.

Control

Controlling involves checking, evaluating, and rechecking. In the case of training, the office output that crosses the supervisor's desk daily is an excellent control point. As you check and evaluate the output, you will be striving continually to improve output quality and quantity. Junior supervisors under your training and a training program under proper supervison are the keys to improved quality and quantity of the office work.

ANSWERS TO QUESTIONS Q14. AND Q15.

A14. The basic tools of the trade of the educational services office are office equipment, supplies, publications, and directives.

A15. Defining the duties and responsibilities of your office members come under organization.

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ANSWER TO QUESTION Q16.

A16. On-the-job training, division training, workshops, seminars, and formal naval schools should be considered for personnel in the educational services office.

LESSON 3

EDUCATIONAL PROGRAMS AND BENEFITS

LEARNING OBJECTIVES

Thorough study of this lesson will enable you to accomplish the following objectives.

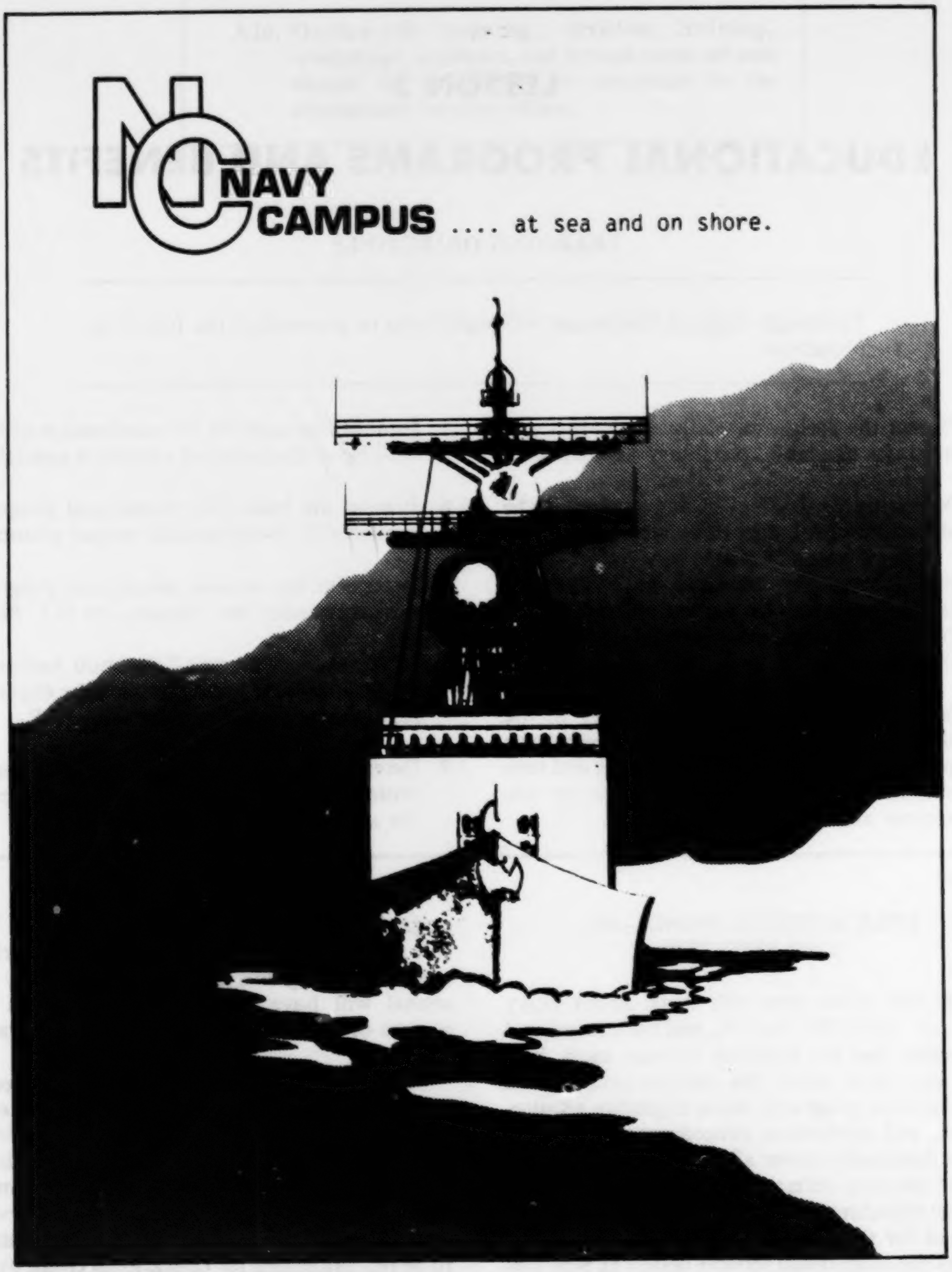
1. Present the various educational benefits and programs available to military personnel.
2. Determine the role Navy Campus plays in the educational programs of service members.
3. Stipulate the various types of credits and degrees that can be earned through Navy Campus and the manner in which each can be obtained.
4. Determine the role DANTES plays in the educational process of service members; specify the various types of programs and tests administered by DANTES, and review the purpose and use of each.
5. Establish the need for the coordination of ESO with Navy Campus and education specialists.
6. Present the basic VA educational programs available for in-service and veteran personnel.
7. Determine the various educational programs available under the Vietnam era G.I. Bill.
8. Interpret the Veteran's Education Assistance Program (VEAP) and establish the eligibility requirements and financing of VEAP.
9. Determine the appropriate reference materials (instructions) pertaining to education programs for members in the Navy.

EDUCATIONAL PROGRAMS AND BENEFITS

In this lesson you will learn about Navy Campus, DANTES, the VA, and the educational programs that are available through each. You will also learn about the various professional development programs, basic eligibility requirements, and application procedures. This lesson is not designed to cover all the material available in the primary references for the various programs; therefore, appropriate reference material is cited for the various programs.

As the educational services officer (ESO), you will be assisting personnel in their efforts to achieve educational goals—completing high school courses, obtaining vocational and technical training, and completing college undergraduate or graduate courses to earn college degrees. The role the ESO plays in explaining the various educational programs and benefits to military personnel will have a significant effect on the success of the command educational programs.

The excellent quality of training offered in Navy courses and schools is widely recognized in the academic world. Leaders in the academic fields have been impressed by the Navy's ability to train and develop highly skilled people in many fields. Courses completed in the military services were the first noncampus courses in the country to be recommended for educational credit by the American Council on Education (ACE). Military education serves as a model in being recommended for college credit for courses offered outside the college environment.


NC
NAVY
CAMPUS .... at sea and on shore.

299.2

Figure 3-1.—Navy Campus, the educational link to Navy personnel.

Educational opportunities in the Navy are often listed as the primary reason military personnel decide to "come aboard." Educational opportunities open to Navy members are numerous, both on a full-time and part-time basis. At the same time, military personnel are acquiring the various skills needed to fulfill the requirements of their Navy ratings. See figure 3-1.

Navy personnel are encouraged, as they should be, to participate in off-duty education programs while on active duty. Individuals who take steps to develop themselves academically enhance their ability to contribute to the military organization. To a society increasingly aware of educational achievement and to a service with an absolute requirement to retain knowledgeable and competent personnel, voluntary education programs are of unquestionable benefit.

NAVY CAMPUS

Navy Campus, formerly called Navy Campus for Achievement (NCFA), is a system designed for the management and promotion of on-duty and off-duty education programs and their support services. These support services include educational advisement to individuals and commands on their educational programs, classes to meet individual needs and interests, comprehensive testing programs, and financial assistance. This service enhances the personal growth of Navy personnel and this, in turn, enables personnel to make a greater contribution to the Navy's mission.

The primary reference for Navy Campus is CNETINST 1560.3B.

How Navy Campus Works

Navy Campus provides assistance to Navy personnel at each step of the educational process. Navy Campus assistance includes career and educational counseling at no cost, free testing services, financial aid programs, and enrollment in civilian colleges that may waive residency requirements. Navy Campus programs are available to interested military personnel at their first place of assignment after basic recruit training. Each member is required to be counseled within 30 days after each new permanent duty assignment. The first step a Navy person should take to assure proper use of the Navy's educational opportunities is to visit the command educational services officer, who will work with the Navy Campus educational specialists. See figure 3-2.

Q1. What organization is responsible for promoting and managing off-duty education and training programs?

Q2. What is the primary source of information regarding Navy Campus?

Key Role of Navy Campus Education Specialists

The Navy Campus education specialist provides a vital service by assisting Navy personnel in the attainment of their educational goals. The services of these highly qualified specialists are available to everyone in the Navy, without cost, at most naval facilities in the United States and abroad. Their major responsibilities include, but are not limited to, the following services.

- Assisting personnel in establishing and articulating realistic and attainable goals

- Evaluating prior civilian and military education, training, and experience of personnel for credit relevant to their goals

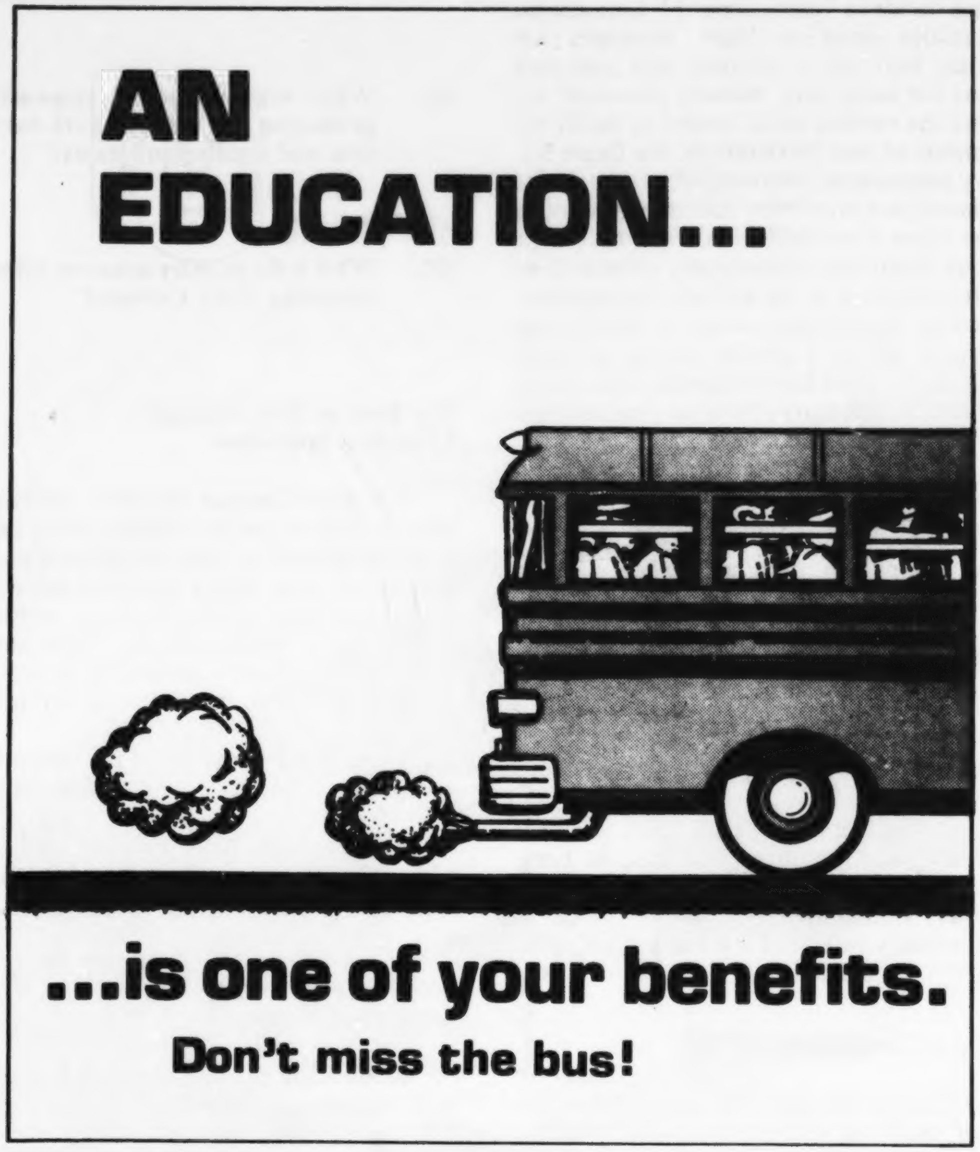
- Recommending appropriate secondary and postsecondary institutions through which these goals may be attained

- Assisting personnel in applying, enrolling, and registering in college and vocational courses and degree programs

- Recommending necessary and desirable courses and programs

- Helping personnel plan future education and training

The Navy's commitment to provide quality education to its members is carried out through Navy Campus. Navy Campus exists to help Navy personnel continue their education and maintain educational parity with other Americans. Education programs through Navy Campus may


AN
EDUCATION...
...is one of your benefits.
Don't miss the bus!

299.3

Figure 3-2.—Sometimes people miss the bus because they aren't aware of the opportunities.

ANSWERS TO QUESTIONS Q1. AND Q2.

A1. **Navy Campus (formerly Navy Campus for Achievement).**

A2. **The primary source is CNETINST 1560.3B.**

enhance the quality of military life by means of increasing knowledge, promoting personnel effectiveness and readiness, helping an individual assume greater responsibility in the Navy, and helping individuals to be flexible.

This unique educational program opens doors to civilian colleges for Navy personnel, and enables them to pursue all levels of education and training, wherever they are stationed. Through Navy Campus, Navy personnel can earn the same academic degrees or vocational certificates earned by students at civilian institutions of higher education. The role of Navy Campus encompasses the following goals.

- To enhance the personal and professional development of Navy personnel
- To develop the leadership capabilities of service members
- To facilitate the preparation of personnel for an increasingly technical naval force
- To support a sense of personal accomplishment

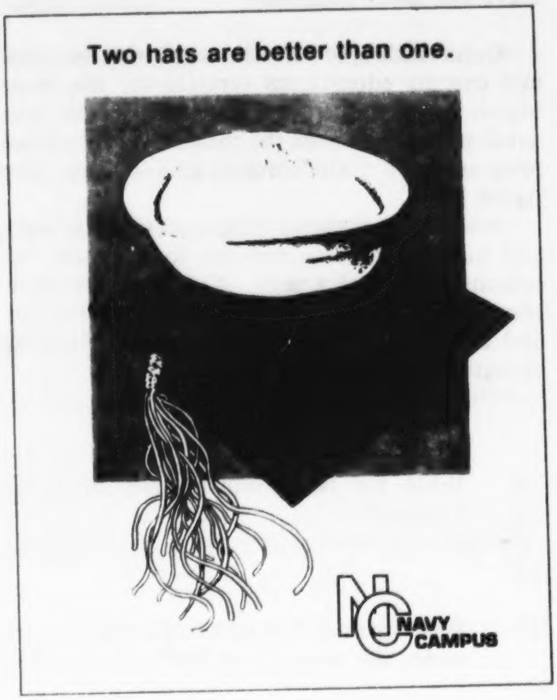
Navy Campus cannot be effective without the coordination and support of all educational services officers, at sea and on shore. Navy Campus is the mechanism that has transformed the Navy into a resource center for continuing education. Opportunities for motivated Navy men and women to advance in their career and the world are virtually unlimited because of Navy Campus. See figure 3-3.

Q3. At what point in the military career of service members are the Navy Campus programs available to military personnel?

Q4. What are the primary duties of the Navy Campus education specialists?

Through Navy Campus, personnel can enjoy Navy benefits and salary, and realize the following additional benefits.

- Completion of an associate, bachelor's or graduate degree


Two hats are better than one.
NAVY CAMPUS

299.4

Figure 3-3.—Education increases opportunities.

- Completion of a vocational or technical certificate
- Completion of a certificate of completion of civilian apprenticeship
- Completion of a high school diploma or equivalency certificate
- Availability of financial assistance from Navy and other funding sources
- Availability of continuous educational counseling
- Opportunity of training that will open doors to advancement, including commissioning

The longer people remain in the Navy, the more educational credits they can continue to build for themselves through many sources. When the individual elects to make those credits "pay off" at an educational institution, Navy Campus educational specialists make recommendations as to where they can use those credits to best advantage.

Navy Campus Programs

Commanding officers are required to establish and execute educational services for the command. As the Educational Services officer, you develop and coordinate the command educational programs for your commanding officer. See figure 3-4.

Most Navy Campus programs are voluntary and have supporting services to facilitate the educational development of Navy personnel. Navy Campus is comprised of several programs and services and is discussed in the following paragraphs.

Q5. What are the primary goals of Navy Campus?

Q6. What principal educational programs are under the auspices of Navy Campus?

EDUCATIONAL SERVICES WORKSHOPS.—Navy Campus area coordinators conduct ESO workshops that train and familiarize education services personnel in a variety of subjects. These workshops provide the only classroom training available to ESOs. These workshops vary in length from 1 to 5 days. Workshops are available at most major installations and are scheduled by the local Navy Campus office with either NETSCLANT or NETSCPAC. Additional information may be obtained from either NETSCLANT or NETSCPAC. Their addresses are listed below:

Naval Education & Training
Support Center, Atlantic
Norfolk, VA 23511

Naval Education & Training
Support Center, Pacific
San Diego, CA 92132

TUITION ASSISTANCE.—Educational services officers should be aware of Tuition Assistance (TA). They should know what the eligibility requirements are and should be able to process applications for tuition assistance. The goals of this financial assistance are as follows:

1. To assist Navy personnel in achieving educational levels established by the Navy.
2. To improve job efficiency and performance through off-duty educational pursuits. Detailed information on TA can be found in CNETINST 1560.3B, *Navy Campus Manual.*

What is Tuition Assistance?—Tuition assistance (TA) is a program that provides financial assistance to eligible personnel who wish to participate in voluntary off-duty educational opportunities at approved high schools, colleges, and trade schools without effecting their GI Bill or VEAP entitlement. Approved institutions include regionally accredited colleges and universities, trade/technical schools accredited by NATTS (National Association of Trade and Technical Schools), AICS (Association of

ANSWERS TO QUESTIONS Q3. AND Q4.

A3. Navy Campus Programs are available to military personnel after their basic recruit training has been completed at their first place of assignment.

A4. The primary duties of the Navy Campus education specialists are assisting personnel establish attainable goals, evaluating training and experience of personnel that is relevant to their goals, and recommending appropriate courses and assisting personnel in enrolling and registering.

TUITION ASSISTANCE (TA)

TA is a financial support system for active duty enlisted personnel and officers for off-duty educational pursuits.

NAVY CAMPUS FUNCTIONAL SKILLS PROGRAM (NCFSP)

NCFSP is a fully-funded on-duty program for training functional skills (English grammar, composition, reading, and mathematics).

PROGRAM AFLOAT COLLEGE EDUCATION (PACE)

PACE provides funding for shipboard personnel for college level academic and vocational courses.

INSTRUCTOR SERVICES

This program gives commanding officers a means of providing education through command organized classes.

NATIONAL APPRENTICESHIP PROGRAM

This program provides technical training for Navy technicians in order for them to gain journeyman status with the Department of Labor.

NAVY CAMPUS CERTIFICATE/DEGREE PROGRAM

This program is a consortium of regionally accredited colleges who provide an avenue for Navy individuals to earn a degree by recognizing non-traditional means of education and waiving residency requirements.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION (DANTES)

DANTES procures and manages materials and services necessary for the conduct of various examinations and non-traditional education programs.

ENLISTED EDUCATION ADVANCEMENT PROGRAM (EEAP)

EEAP provides career petty officers an opportunity to earn an associate of arts/science degree in a rate related field.

EDUCATIONAL SERVICE WORKSHOPS

Workshops for education services personnel in various subject matter areas.

Figure 3-4.—Navy Campus programs.

Independent Colleges and Schools), and regionally accredited secondary and post-secondary schools. TA is the major financial support system by which active duty personnel can continue their education during off-duty hours. Changes in payment levels may be made with short implementation dates.

Q7. The major financial support through which active duty personnel can continue their off-duty education is provided through what program?

TA is most important for those individuals participating in VEAP, since they cannot utilize their VEAP benefits until they have completed their first obligated period of active duty or six years of active duty, whichever comes first.

Rate and Extent of TA Funding.—The following benefits are available through TA funding.

1. Up to 75 percent of tuition and instructionally related fees for personnel in pay grades E-1 through E-4, other enlisted personnel with more than 14 years of service, and officer personnel. Commissioned and Warrant Officers incur a 2-year obligation following completion of a course for which TA was used.

2. Up to 90 percent of tuition for E-5 through E-9 with no more than 14 full years of service. Eligibility is computed as of the first scheduled class meeting. The first day of the 15th year of service terminates eligibility for application for 90 percent TA funding. Those individuals who have been frocked to E-5 are eligible for 90 percent funding.

3. Up to 100 percent of tuition for courses leading to a high school diploma. The individual must not have completed high school.

4. Expenses for instructional fees and consumable materials (lab, studio, shop, and so forth) can be included in the educational expenses, provided these costs are customarily charged by the school for like courses on the main campus.

5. Expenses for nonconsumable items (tools, protective clothing and equipment, manuals, textbooks, and so forth, that become the property of the student) will not be funded by TA. In cases where fees are charged that include nonconsumable items, the institution must

ANSWERS TO QUESTIONS Q5. AND Q6.

A5. The primary goals of Navy Campus are

to enhance the personal and professional development of Navy personnel;

to develop leadership capabilities of service members;

to enhance the technical training of naval personnel; and

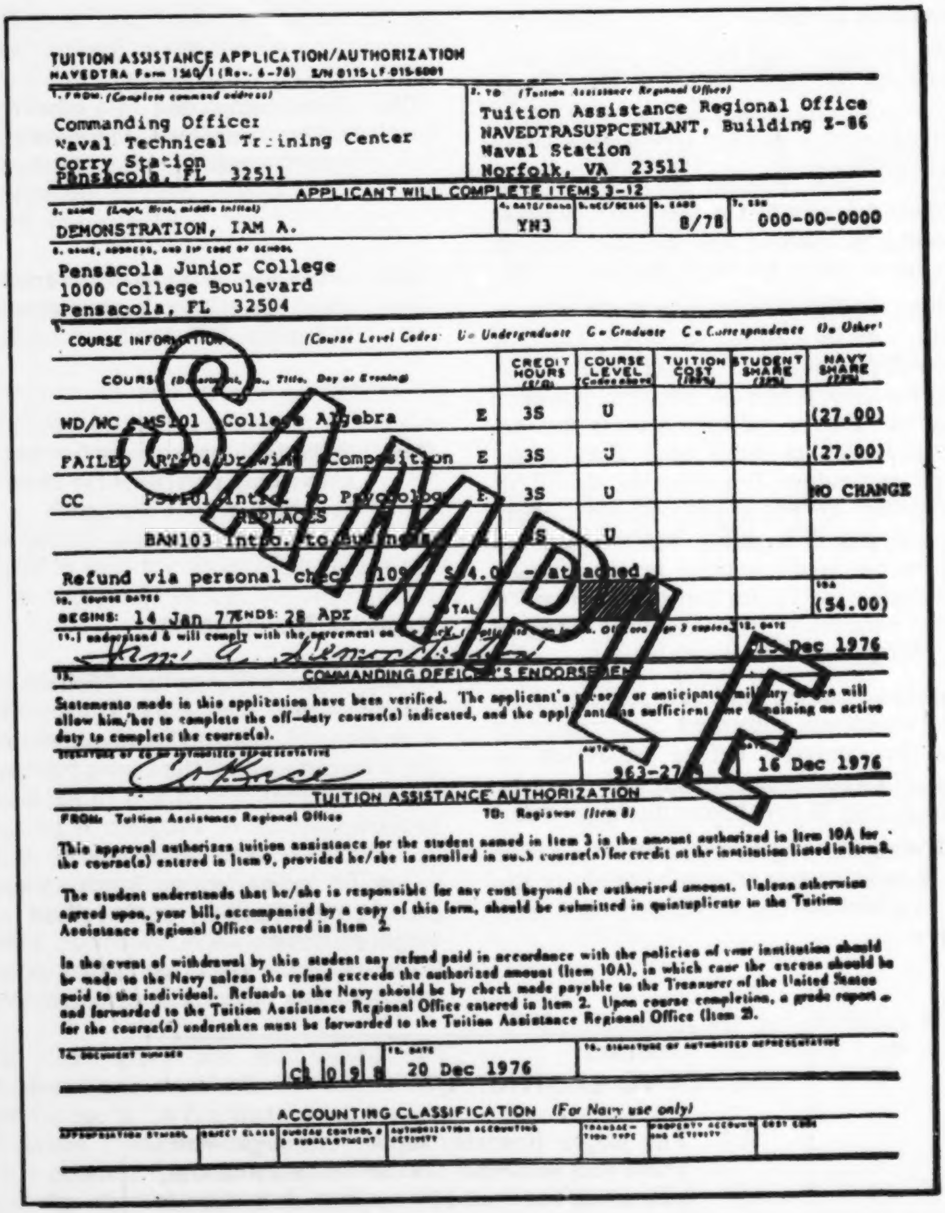
to help military personnel attain a sense of personal accomplishment.

A6. The principal educational programs under the auspices of Navy Campus are Tuition Assistance; Navy Campus Functional Skills Program; Program Afloat College Education and Instructor Services.

furnish an itemized cost breakdown of the charges.

6. Funds are not always available. When TA funds are limited, Chief of Naval Education and Training (CNET) may impose limitations on the level of funding and/or the priorities for authorizing TA.

Tuition Assistance Applications.—Early submission and expeditious handling of the applications are an absolute necessity to have the Tuition Assistance Application/Authorization Form, NAVEDTRA Form 1560/1 (figure 3-5), approved in time for registration.



TUITION ASSISTANCE APPLICATION/AUTHORIZATION
NAVEDTRA Form 1560/1 (Rev. 6-76) S/N 0115-LF-015-6001

1. FROM: (Complete command address)
Commanding Officer
Naval Technical Training Center
Corry Station
Pensacola, FL 32511

2. TO (Tuition Assistance Regional Office)
Tuition Assistance Regional Office
NAVEDTRASUPPCENLANT, Building X-86
Naval Station
Norfolk, VA 23511

APPLICANT WILL COMPLETE ITEMS 3-12

3. NAME (Last, first, middle initial)	4. RATE/GRADE	5. USN/USNR	6. EAOS	7. SSN
DEMONSTRATION, IAM A.	YN3		8/78	000-00-0000

8. NAME, ADDRESS, AND ZIP CODE OF SCHOOL
Pensacola Junior College
1000 College Boulevard
Pensacola, FL 32504

9. COURSE INFORMATION (Course Level Codes: U = Undergraduate G = Graduate C = Correspondence O = Other)

COURSE (Department, No., Title, Day or Evening)		CREDIT HOURS (S/Q)	COURSE LEVEL (Codes above)	TUITION COST	STUDENT SHARE	NAVY SHARE
WD/WC [illegible]MS101 College Algebra	E	3S	U			(27.00)
FAILED AR[illegible]04 Drawing [illegible] Composition	E	3S	U			(27.00)
CC PSY101 Intro. to Psychology	E	3S	U			NO CHANGE
REPLACES BAN103 Intro. to Business	[illegible]	3S	U			
Refund via personal check #109 - $54.00 - attached.						
10. COURSE DATES BEGINS: 14 Jan 77 ENDS: 28 Apr 7[illegible]	TOTAL					10A (54.00)

11. I understand & will comply with the agreement on the back. [illegible]
12. DATE 13 Dec 1976

13. COMMANDING OFFICER'S ENDORSEMENT

Statements made in this application have been verified. The applicant's [illegible] or anticipated military [illegible] will allow him/her to complete the off-duty course(s) indicated, and the applicant has sufficient time remaining on active duty to complete the course(s).

SIGNATURE OF CO OR AUTHORIZED REPRESENTATIVE
AUTH NO. 963-27[illegible]
DATE 16 Dec 1976

TUITION ASSISTANCE AUTHORIZATION

FROM: Tuition Assistance Regional Office
TO: Registrar (Item 8)

This approval authorizes tuition assistance for the student named in Item 3 in the amount authorized in Item 10A for the course(s) entered in Item 9, provided he/she is enrolled in such course(s) for credit at the institution listed in Item 8.

The student understands that he/she is responsible for any cost beyond the authorized amount. Unless otherwise agreed upon, your bill, accompanied by a copy of this form, should be submitted in quintuplicate to the Tuition Assistance Regional Office entered in Item 2.

In the event of withdrawal by this student any refund paid in accordance with the policies of your institution should be made to the Navy unless the refund exceeds the authorized amount (Item 10A), in which case the excess should be paid to the individual. Refunds to the Navy should be by check made payable to the Treasurer of the United States and forwarded to the Tuition Assistance Regional Office entered in Item 2. Upon course completion, a grade report for the course(s) undertaken must be forwarded to the Tuition Assistance Regional Office (Item 2).

14. DOCUMENT NUMBER	15. DATE	16. SIGNATURE OF AUTHORIZED REPRESENTATIVE
cb 0 9 8	20 Dec 1976	

ACCOUNTING CLASSIFICATION (For Navy use only)

APPROPRIATION SYMBOL	OBJECT CLASS	BUREAU CONTROL & SUBALLOTMENT	AUTHORIZATION ACCOUNTING ACTIVITY	TRANSACTION TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE

299.5

Figure 3-5.—Sample tuition assistance application.

Approving TA Applications.—Tuition assistance is a privilege, not a right. There are certain requirements, procedures, and certain restrictions. The following guidelines are provided:

1. The applicant must present the TA application in person. An exception to this rule is made for certain Navy Campus offices who are authorized to process mail-in applications for applicants who do not have a Navy Campus office available to them.

2. The applicant must be in the regular Navy, a Navy reservist on continuous active duty, a Navy reservist on active duty for 120 days or more, or a member of another military service assigned to duty with the Navy.

3. Personnel awarded a punitive discharge who are in confinement and personnel in an appellate leave status are NOT eligible for TA.

4. Members in a specific duty under instruction status, such as students in EEAP, ECP, or degree completion programs are not eligible to use TA to pay for those programs. They are, however, eligible to use TA for off-duty courses that are separate and distinct from their duty under instruction curriculum. For example, an EEAP student, going to Pensacola Junior College pursuing a degree in business, wants to take an off-duty course in automotive repair. He/she would be eligible for TA for that course provided he/she had permission from the Navy Campus education specialist.

5. Enlisted members must have sufficient time remaining on current enlistment or extension to complete the course(s) before separation or discharge. (Independent study courses must be completed at least 30 days before discharge date.)

6. Officers must agree to remain on active duty for at least 2 years after completion of the course. Two-year commitments are not cumulative.

7. Officers taking graduate-level courses must have a letter of approval from the Naval Postgraduate School before TA can be approved. Officers of the Medical Corps, nurses, and Medical Service Corps must have approval from the Commanding Officer, Naval Health Sciences Education and Training Command (HSETC), Bethesda, Maryland 28014.

8. Tuition assistance applications will only be approved for courses scheduled for one academic term.

Q8. Upon completion of a course for which tuition assistance was given, an officer incurs what obligation to the Navy?

Q9. What tuition assistance funding is provided for military personnel in paygrades E-1 through E-4?

Q10. What tuition assistance funding is offered active duty personnel for courses leading to a high school diploma?

Applicant Responsibilities

Applicants applying for tuition are responsible for preparing their own applications. Upon accepting TA, the applicant assumes all responsibilities outlined on the back of the application form. The applicant should fulfill the following requirements.

- Be counseled on career goals, educational opportunities, and tuition assistance responsibilities.

ANSWER TO QUESTION Q7.

A7. The major financial support through which active duty personnel can continue their off-duty education is provided by the Tuition Assistance Program.

- Upon identifying the institution to be attended, the applicant selects the course(s) for which he/she is requesting TA.

- Applicant initiates the TA application/ authorization form by completing blocks 1 through 12.

- Enlisted applicants should prepare an original and five NCR copies of the application.

- Officers should prepare an original and six NCR copies; the original and the first copy should have original signatures in BALL-POINT PEN.

- Applicant submits the signed and dated application to the commanding officer, by way of the education services officer, for a first endorsement in block 13.

- Upon receipt of the command endorsement, the applicant then reports to the Navy Campus office for TA authorization.

- Blocks 14, 15, and 16 must be filled in by a Navy Campus education specialist before the applicant can submit the approved application to the institution.

- The tuition assistance application should be completed in time for registration. However, it MUST be completed before the class ending date.

NAVY CAMPUS FUNCTIONAL SKILLS PROGRAM (NCFSP).—The Navy Campus Functional Skills Program is a fully funded, on-duty training program offering training in the functional skills.

Instruction is designed to enhance military competency through functional skills development. Functional skills are identified as English grammar and composition, reading, and mathematics. Functional skills instruction is provided from accredited secondary or postsecondary educational institutions through Navy contracts.

NOTE: The Navy has pilot-tested and approved developing a standardized, Navy-related curriculum for use in the functional skills reading and math classes. These new curriculum materials will make it possible for individuals to increase their knowledge about the Navy while improving basic skills. All contractors will be required to use them as they become available.

The NCFSP is administered by the appropriate Navy Campus afloat office. The following regulations apply.

- Instruction should be *mandatory*, not voluntary.

- Instruction includes 45 hours of instruction over a time frame of 2 to 8 weeks.

- Instruction may be individualized or group instruction.

- Instruction is conducted during on-duty time.

- Standardized pretest and posttest, GATES MCGINITIE for reading, and the California Achievement Test (CAT) forms C + D for grammar/composition and mathematics are used.

- Instruction is noncredit.

- Minimum students per class: 10; maximum: 15 (no waivers granted).

Q11. Application for tuition assistance is submitted on what form?

Q12. What types of military personnel are eligible for tuition assistance?

Q13. Enlisted members using tuition assistance are required to have enough obligated service remaining to complete the course before discharge or separation. What is the one exception to this rule?

Q14. Responsibility for initiating the tuition assistance application rests with what person?

Classes can be scheduled in timeframes that are most compatible with command requirements. Classes should be conducted for no fewer than

2 hours per day, with these hours being optimum. Pretesting and posttesting of each student are required.

Special Features of the Program.—NCFSP is conducted aboard ships and at shore installations by accredited institutions under contracts administered by the Naval Education and Training Support Centers, Atlantic and Pacific for the afloat programs; and by Navy Campus designated field personnel for the ashore programs.

The program is funded by Chief of Naval Education and Training (CNET). There are no financial costs to the command or the individual.

How Can the Educational Services Officer Utilize NCFSP?—NCFSP is a program that is useful for individuals who fall in any of the following categories.

- Individuals who have difficulty in passing examinations, such as Navy-wide military/leadership, SN/FN/AN/CN, and so forth.

- Individuals who, in the opinion of the commanding officer, are in need of the training and are assigned by the command to attend. In other words, the command can order an individual to attend.

- Individuals who recognize their own need and request the training.

- Individuals who have GCT and ARI (WK and AR) scores below 50. These scores correspond closely to individuals functioning at approximately the 10th-grade level in English and mathematics.

- Individuals who have been identified as needing the training by diagnostic testing.

A functional skills class can improve participants' reading skills enough to allow them to pass examinations. NCFSP provides classroom instruction in functional skills to help Navy members increase their basic skills so they can better perform their assigned general and technical duties. This program can also be used to assist students selected for technical training in improving their reading and math abilities in order to successfully complete their schools. Functional skills instruction can turn a potential academic dropout into a successful technical school graduate.

ANSWERS TO QUESTIONS Q8. THROUGH Q14.

A8. The officer must agree to remain on active duty for at least 2 years.

A9. Up to 75% of tuition.

A10. One hundred percent.

A11. Application for tuition assistance is submitted on NAVEDTRA Form 1560/1.

A12. Regular Navy or Naval Reserve members on continuous active duty, Naval Reservist members on active duty for 120 days or more, and members of another service assigned duty with the Navy are eligible for tuition assistance.

A13. Independent study courses must be completed at least 30 days before discharge or release from active duty.

A14. The applicant must initiate the application.

Q15. What part of the funding for the Navy Campus Functional Skills Program (NCFSP) is borne by the individual, the command, and CNET?

NCFSP Aboard Ships and Shore Installations.—Commands desiring NCFSP courses must request authorization from the appropriate Naval Education and Training Support Center, Atlantic or Pacific.

Command Responsibilities For NCFSP.—The command assists the Naval Education and Training Support Center in identifying potential students, arranging for classrooms, and authorizing attendance by command personnel.

Q16. Navy Campus Functional Skills Programs are conducted aboard ship and at shore installations in what areas and by what organization?

Q17. What is the primary goal of the Navy Campus Functional Skills Program?

Q18. What are some of the major benefits for individuals who participate in the Navy Campus Functional Skills Program?

In summary, the functional skills of Navy personnel directly relate to READINESS. All Navy personnel must be able to read and comprehend technical materials, complete mathematical computations, and be able to express themselves orally and in writing. Personnel who receive functional skills training benefit in the following ways.

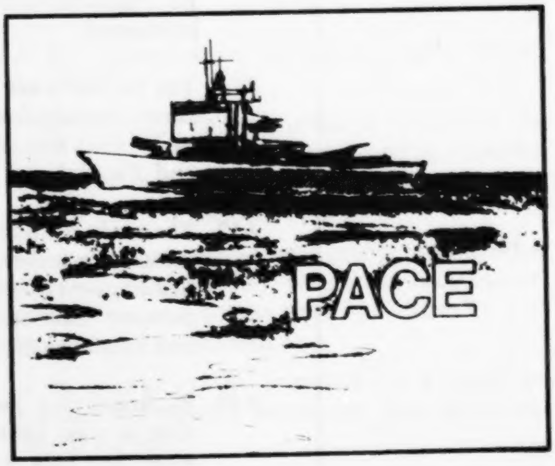
- Communicate better with subordinates
- Become better performers
- Have a more positive attitude about the Navy
- Have a better appreciation for command mission and operational requirements
- Are more adaptable to Navy life
- Are less likely to have discipline problems

For detailed information on NCFSP, you should refer to *Navy Campus Manual*, CNETINST 1560.3B.

PROGRAM AFLOAT COLLEGE EDUCATION (PACE).—In 1960, the Navy organized a program of studies for the crews of Polaris submarines, which provided a productive off-duty, off-watch activity that would benefit both the Navy and the submarine personnel. The original program has since been expanded to include all surface ships and is commonly known as the Program for Afloat College Education. In the PACE program, the Navy contracts with colleges to provide college-level vocational and academic courses to shipboard personnel. The PACE program is designed to provide shipboard personnel with educational opportunities comparable to those available to personnel stationed ashore. See figure 3-6.

The following standards apply to the PACE program.

1. Eligibility—all active duty shipboard personnel, officer and enlisted



299.6

Figure 3-6.—Earn a degree at sea with PACE.

2. Courses—undergraduate level, academic and vocational

3. Cost—no cost to servicemember

4. Conducted onboard by colleges under Navy contracts

5. Minimum class size—10 students (excluding Marine)

6. Obligation—none

Special Features of the PACE Program.—PACE is administered by the Naval Education and Training Support Centers, Pacific and Atlantic, and funded by Chief of Naval Education and Training (CNET). There are currently two components of the PACE Program—Academic PACE and Vocational PACE. Academic PACE provides courses such as English, mathematics, history, and business administration. Vocational PACE provides courses such as food service, data processing, real estate, and computer electronics. There is no tuition charge for the PACE program; however, the student is required to purchase any required texts and to pay a registration fee, if required.

Q19. The acronym PACE identifies what program? What is the purpose of PACE?

Q20. PACE is funded and administered by what activity(ies)?

Instruction is provided by qualified credentialed civilians employed by the contractor. Vocational PACE courses that use ship's equipment can be taught by qualified military instructors, otherwise, the use of a civilian instructor is mandatory. Class terms are accelerated and usually last about 8 weeks. The courses offered have the same content as those on campus and carry resident college credit. Transcripts are maintained by the registrar of the contract school.

Command Coordination.—As the educational services officer, you must coordinate and plan PACE courses with the Navy Campus education specialists serving your command. The most successful PACE programs are those that have the support of the command and are conducted when the ship is on an extended deployment.

ANSWERS TO QUESTIONS Q15. THROUGH Q18.

A15. The NCFSP is fully funded by CNET; there are no financial costs to the individual or the command.

A16. The NCFSPs are conducted aboard ship and at shore installations by accredited institutions under contracts administered by CNET (Atlantic and Pacific).

A17. The main purpose of the NCFSP is to provide military members training in the basic skills (reading and math) so that they can satisfactorily perform their duties, complete their schooling, and continue their education.

A18. By improving their basic skills, personnel are able to pass advancement examinations, complete their high school education, improve their performance, and, in some cases, continue their education.

Planning for PACE courses should be started well in advance of the scheduled deployment (2 to 3 months). Pierside courses can also be organized for ships in port for extended periods. The Navy Campus education specialist will assist you in the following areas.

- Conducting educational needs assessments that justify PACE courses
- Planning appropriate courses for the command and developing an appropriate educational plan
- Clarifying procedures for requesting PACE courses
- Ensuring the ships' PACE project officer (normally the ESO) is aware of the responsibilities for the conduct of the PACE program

Q21. What is the cost of PACE courses, if any, to the student?

Q22. PACE courses can be scheduled and conducted most successfully at what time(s)?

Q23. Under the PACE Program, what are the responsibilities of (a) the educational services officer and (b) the Navy Campus education specialist?

ESO/PACE Project Officer Responsibilities.—Obviously, the success of the PACE program is determined by the coordination of the ESO or PACE project officer and the Navy Campus education specialist. As the ESO, you must carry out the following actions.

1. Ensure the ship's operating schedule is such that the courses can be conducted without lengthy delays or interruptions, and the students will be able to attend classes on a regular basis.
2. Ensure berthing is available for the civilian instructor and that arrangements have been made for him/her to mess in the wardroom. School professors are given an equivalent civil service rating of GS-12 on their orders and are entitled to officer accommodations. The mess bill is paid by the instructor and reimbursed by the school.
3. Ensure that a suitable space is available.
4. Request the desired courses from the appropriate Naval Education and Training Support Center, Atlantic or Pacific, according to the existing instruction.

For further information on the PACE program, refer to the *Navy Campus Manual*, CNETINST 1560.3B.

INSTRUCTOR SERVICES PROGRAM.—The instructor services provides funding for command-organized noncredit instruction. The following regulations apply to the instructor services program.

- Instruction should meet unique command requirements for training or education not normally offered within the Navy system.
- No cost to member or command for this program.
- Instruction can be in any subject matter area except recreation and physical education. Some examples of subjects and skills taught include typing, office procedures, writing, management, barbering, effective communications, and conversational foreign language.
- A minimum of 10 active Navy personnel is required. Dependents, civil service employees, or civilians may attend on a space available basis, but they cannot count toward the required minimum.
- Instruction cannot be for academic credit.
- Classes can be scheduled for any time of day.
- Payment for instruction is funded by the Chief of Naval Education and Training. Payment is limited to a maximum of $500 per course and/or $25 per instructional hour.
- Navy correspondence course texts or other Navy publications may be used in the courses. Other texts and course materials must be purchased by the students.
- Instruction is provided by a qualified civilian. A military instructor can teach but cannot be paid.
- The contract is with an individual rather than with an institution or business, at the prevailing local rate of pay.

ANSWERS TO QUESTIONS Q19. THROUGH Q23.

A19. PACE stands for Program Afloat College Education. PACE is designed to provide shipboard personnel with an opportunity to enroll in and complete college-level vocational and academic courses.

A20. PACE is funded by CNET and administered by Naval Education and Training Support Centers, Pacific and Atlantic.

A21. No tuition is charged; the student purchases texts and pays a registration fee, if required.

A22. Courses can best be scheduled when the ship is on an extended deployment or in port for an extended period of time.

A23. A. The Navy Campus education specialist will assist the ESO in the following ways:

1. Conducting educational need assessments

2. Planning appropriate courses and developing appropriate educational plans

3. Clarifying procedures for obtaining courses

4. Ensuring that the ESO is aware of his/her responsibilities regarding PACE

B. The educational services officer is responsible for the following actions:

1. Requesting courses

2. Reconciling course schedules with the ship's operating schedule

3. Procuring and scheduling suitable spaces for classes

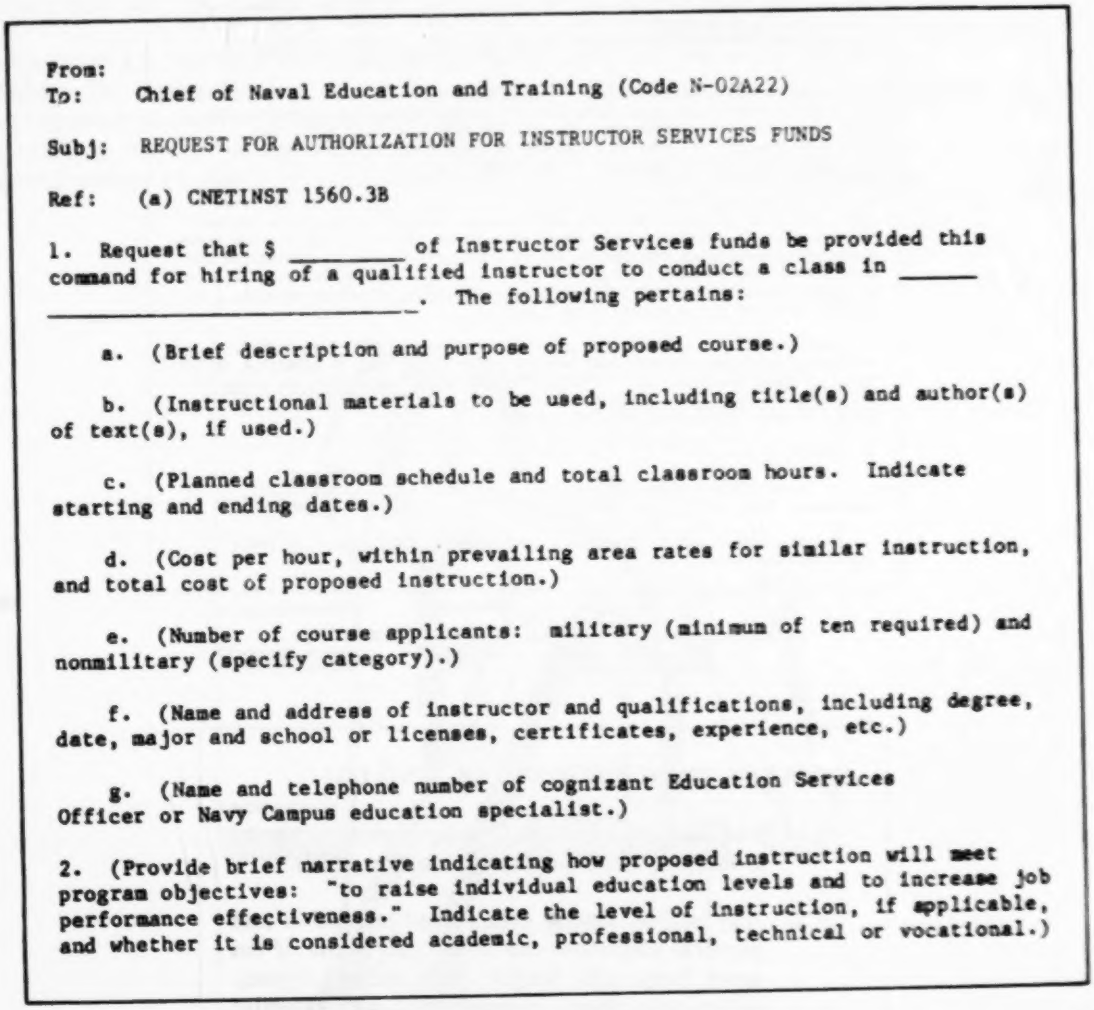
4. Arranging for berthing

Q24. What instruction program is designed specifically to meet local command training needs for the purpose of improving job performance

Q25. What subject matter areas can be carried by the Instructor Services program?

Why Utilize The Instructor Services Program?—This program gives the commanding officer a means of providing training that satisfies command needs and requirements through command organized classes. The objective of such instruction is to increase job performance and effectiveness. It is an innovative program and a flexible vehicle by which commanding officers can provide educational experiences to improve job efficiency.

Requesting Instructor Services Approval And Funding.—Once the ESO has discussed his/her ideas on a particular class or classes with the local Navy Campus education specialist, a letter (or message) must be drafted for the CO's signature requesting authorization to hire the instructor. Figure 3-7 contains a sample letter and shows all



From:
To: Chief of Naval Education and Training (Code N-02A22)

Subj: REQUEST FOR AUTHORIZATION FOR INSTRUCTOR SERVICES FUNDS

Ref: (a) CNETINST 1560.3B

1. Request that $ ________ of Instructor Services funds be provided this command for hiring of a qualified instructor to conduct a class in ______ ______________________________. The following pertains:

a. (Brief description and purpose of proposed course.)

b. (Instructional materials to be used, including title(s) and author(s) of text(s), if used.)

c. (Planned classroom schedule and total classroom hours. Indicate starting and ending dates.)

d. (Cost per hour, within prevailing area rates for similar instruction, and total cost of proposed instruction.)

e. (Number of course applicants: military (minimum of ten required) and nonmilitary (specify category).)

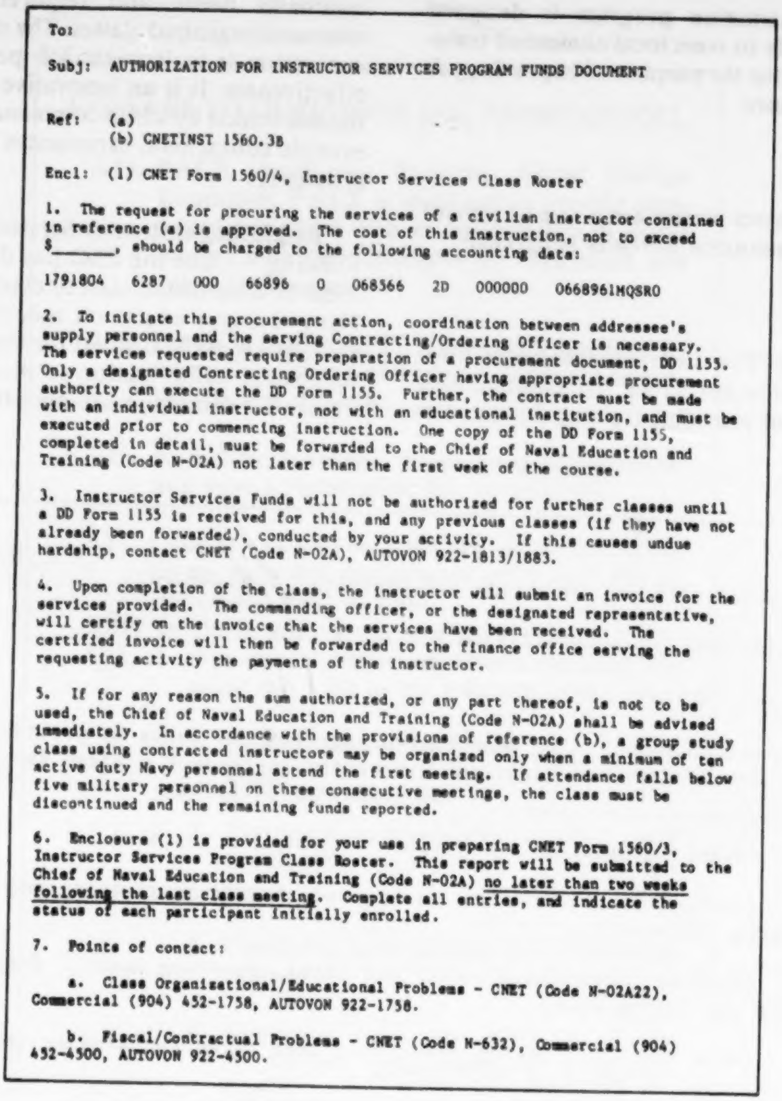
f. (Name and address of instructor and qualifications, including degree, date, major and school or licenses, certificates, experience, etc.)

g. (Name and telephone number of cognizant Education Services Officer or Navy Campus education specialist.)

2. (Provide brief narrative indicating how proposed instruction will meet program objectives: "to raise individual education levels and to increase job performance effectiveness." Indicate the level of instruction, if applicable, and whether it is considered academic, professional, technical or vocational.)

299.7

Figure 3-7.—Sample letter request for instructor hire.



To:

Subj: AUTHORIZATION FOR INSTRUCTOR SERVICES PROGRAM FUNDS DOCUMENT

Ref: (a)
(b) CNETINST 1560.3B

Encl: (1) CNET Form 1560/4, Instructor Services Class Roster

1. The request for procuring the services of a civilian instructor contained in reference (a) is approved. The cost of this instruction, not to exceed $_______, should be charged to the following accounting data:

1791804 6287 000 66896 0 068566 2D 000000 066896IMQSRO

2. To initiate this procurement action, coordination between addressee's supply personnel and the serving Contracting/Ordering Officer is necessary. The services requested require preparation of a procurement document, DD 1155. Only a designated Contracting Ordering Officer having appropriate procurement authority can execute the DD Form 1155. Further, the contract must be made with an individual instructor, not with an educational institution, and must be executed prior to commencing instruction. One copy of the DD Form 1155, completed in detail, must be forwarded to the Chief of Naval Education and Training (Code N-02A) not later than the first week of the course.

3. Instructor Services Funds will not be authorized for further classes until a DD Form 1155 is received for this, and any previous classes (if they have not already been forwarded), conducted by your activity. If this causes undue hardship, contact CNET (Code N-02A), AUTOVON 922-1813/1883.

4. Upon completion of the class, the instructor will submit an invoice for the services provided. The commanding officer, or the designated representative, will certify on the invoice that the services have been received. The certified invoice will then be forwarded to the finance office serving the requesting activity the payments of the instructor.

5. If for any reason the sum authorized, or any part thereof, is not to be used, the Chief of Naval Education and Training (Code N-02A) shall be advised immediately. In accordance with the provisions of reference (b), a group study class using contracted instructors may be organized only when a minimum of ten active duty Navy personnel attend the first meeting. If attendance falls below five military personnel on three consecutive meetings, the class must be discontinued and the remaining funds reported.

6. Enclosure (1) is provided for your use in preparing CNET Form 1560/3, Instructor Services Program Class Roster. This report will be submitted to the Chief of Naval Education and Training (Code N-02A) no later than two weeks following the last class meeting. Complete all entries, and indicate the status of each participant initially enrolled.

7. Points of contact:

a. Class Organizational/Educational Problems - CNET (Code N-02A22), Commercial (904) 452-1758, AUTOVON 922-1758.

b. Fiscal/Contractual Problems - CNET (Code N-632), Commercial (904) 452-4500, AUTOVON 922-4500.

299.8

Figure 3-8.—Sample letter approval for instructor hire.

ANSWERS TO QUESTIONS Q24. AND Q25.

A24. The purpose of the Instructor Service program is to meet local command training needs.

A25. Any subject matter area except recreation and physical education can be taught. Some of the more frequently taught areas include typing, office procedures, management, and effective communication.

the information that you will need to include in the command letter. Because of the volume of requests, 2 to 3 weeks lead time is necessary. Each request must be reviewed thoroughly to determine its validity and the level of payment necessary. The Navy Campus education specialist will assist the ESO. See figure 3-8.

If funds are available, the appropriate NETSC will approve the request if it meets the established criteria.

Terminating A Class.—As ESO, you will monitor classes to ensure that the instruction is meeting the needs of the class and, in particular, to ensure that students are attending each class.

Additional specific information on the instructor services program is provided in the *Navy Campus Manual*, CNETINST 1560.3B.

NATIONAL APPRENTICESHIP PROGRAM.—The national apprenticeship program is a component of the Navy Campus and designed to provide a way for skilled Navy technicians to gain journeyman status with the Department of Labor in a recognized civilian trade. The objective of the apprenticeship program is to develop Navy-oriented journeymen, who will use their technical skills within the Navy and who will qualify for employment upon retirement or expiration of enlistment. Adherence to the standards of an apprenticeship program will also reinforce efforts leading to advancement in rating by the individual apprentice. The national apprenticeship program provides the following benefits.

- Provides the opportunity for Navy personnel to qualify as journeymen in selected trades
- Supports advancement in rating
- Instills job pride
- Provides civilian recognition of Navy skill
- Encourages reenlistment

299.9

Figure 3-9.—National Apprenticeship Program.

Q26. The National Apprenticeship Program serves what dual purpose?

Although the Navy ratings eligible for this program are limited, additional ratings are being added. Ratings for which members are eligible to apply are listed below.

RATINGS	AUTHORIZED TRADES
Instrumentman (IM)	Office machines mechanic
Instrumentman (IM)	Watch-clock repairer
Photographer's Mate (PH)	Commercial photographer
Photographer's Mate (PH)	Camera repairer
Mess Management Specialist (MS)	Cook (hotel and restaurant)
Aerographer's Mate (AG)	Meteorologist
Boiler Technician (BT)	Power plant operator
Electrician's Mate (EM)	Electrical repairer
Machinery Repairman (MR)	Machinist (machine shop)
Molder (ML)	Foundryman
Aviation Electronics Technician (AT)	Electronics mechanic
Aviation Electrician's Mate (AE)	Electrician, airplane
Machinist's Mate (MM)	Maintenance mechanic
Builder (BU)	Carpenter (construction)
Builder (BU)	Cement mason

The program consists of two parts: (1) Related classroom instruction, which is generally satisfied by completion of an "A" school (although some programs require completion of a specific "C" school); and (2) verified on-the-job work experience. Personnel E-4 and above may be eligible because of previous work experience. High school completion or GED equivalency is required to participate in this program.

Applicants are required to submit an Apprentice Registration Application, CNET Form 1560/1, to the director of the applicable school. The apprentice receives a work experience log. The apprentice enters completed hours of work experience in the log and has it verified weekly by the leading petty officer or work center supervisor.

Q27. The National Apprenticeship Program differs from the other educational programs offered in the Navy in what way?

At six month intervals, the apprentice reports to a Navy Campus education specialist for preparation of the apprentice progress/status report.

A successful apprenticeship program contributes to the success and recognition of the value of Navy training and experience.

The Chief of Naval Education and Training identifies the trades to be considered as apprenticeable occupations within the active duty Navy. The factors which CNET uses to identify a trade for an apprenticeship depends on the following.

1. The conditions and trends of the national labor scene.
2. The assurance that selected and registered active duty apprentices will receive work experience and related instruction similar to that received in the civilian sector.
3. The availability of facilities and supervisory personnel for on-the-job training and related instruction.
4. The assurance that administrative procedures and controls will be exercised in a manner that will earn the confidence and respect of the civilian trade sector.

Complete information on this program, including registration procedures, are contained in the *Navy Campus Manual*, CNETINST 1560.3B.

Q28. What factors does CNET use to determine the various trades selected for the apprenticeship program?

NAVY CAMPUS CERTIFICATE DEGREE PROGRAM.—The Navy Campus Certificate/Degree Program is a consortium of regionally accredited colleges. These colleges have negotiated

HISTORY
MATHEMATICS

299.10

Figure 3-10.—Build a future through education.

with the Chief of Naval Education and Training and agreed to certain nontraditional policies concerning degree requirements. These policies give Navy members some distinct advantages over their civilian counterparts. Important facts about the program are listed below.

- It is an outgrowth of the Service Members Opportunity College (SOC) concept.
- It accepts up to 75% of degree requirements in the form of nontraditional education (credit by examination and military experience).
- It waives residency requirements.

There are presently nine institutions that make up the Navy Campus consortium. For a school to affiliate with the Navy Campus Program, it must be approved by the Chief of Naval Education and Training (CNET). The following schools belong to the consortium.

Pensacola Junior College
Pensacola, FL

University of West Florida
Pensacola, FL

College of Lake County
Grayslake, IL

State Technical Institute
Memphis, TN

Mohegan Junior Community College
Norwich, CT

Thomas A. Edison State College
Trenton, N.J.

Chapman College
Orange, CA

Regents External Degree Program of
The University of the State of New York
Albany, NY

Gavilan College
Gilroy, CA

Q29. What is the goal of the Navy Campus Certificate Degree Program?

Q30. What role does the educational services officer play in the Navy Campus Certificate Degree Program?

Features Of The Navy Campus Certificate/ Degree Program.—In areas of concentrated Navy population, some schools have gone beyond the Servicemembers Opportunity College (SOC) criteria to become affiliated with the Navy and allow some unusual features for the students. The features listed below are important to the mobile Navy person who wants an education while on active duty.

- Residency requirements are waived.
- Up to 75 percent of degree requirements can be met through nontraditional means such as credit for service training and Navy enlisted rating independent study and testing. The schools vary in the amounts and kinds of nontraditional credit that they accept.
- Liberal acceptance of transfer credits from other regionally accredited institutions.
- The Navy individual has an education plan prepared by the parent Navy Campus school that specifies educational requirements.
- The student may have as much as 10 years to complete the degree requirements.
- The degrees awarded are identical to resident campus degrees.

Enrollment Procedures And ESO Responsibilities.—Educational services officers must be aware of the program sufficiently to advise and encourage command personnel to take advantage of the program. ESOs must also maintain liaison with the local Navy Campus education specialist. The educational services officer is probably the first contact that command members will make regarding the Navy Campus Certificate/Degree Program.

ANSWERS TO QUESTIONS Q26. THROUGH Q28.

A26. The National Apprenticeship Program is designed to develop highly skilled Navy journeymen who can also qualify for a recognized civilian trade after they retire or return to civilian status.

A27. The Navy ratings that are eligible for this program are limited.

A28. The trades selected for the apprenticeship program are governed by the following factors:

1. **National labor trends**
2. **Similarity of rating skills to the related civilian labor force**
3. **The availability of facilities and personnel for on-the-job training**
4. **Assurance that the acquired skills will be given journeyman status by the Department of Labor**

Individuals who want to enroll in this unique program must be interviewed and be academically counseled by a Navy Campus education specialist. The educational specialists also assist the individuals in the following ways:

- Assists prospective students in selecting a school that fits their needs

- Documents educational and vocational history in an education record, and assists the prospective student in obtaining official transcripts that give evidence of past educational experiences, including the DD Form 295, DANTES testing and previous college courses completed

- Collects all official documents, reviews them for accuracy, and forwards them to the Navy Campus School Certificate Degree School as part of the individual's application file

- Keeps in close contact with the student to monitor progress, assists with course substitutions, and assists when the student has problems with the parent school

Complete information on this program is contained in the *Navy Campus Manual*, CNETINST 1560.3B, or it can be obtained by visiting the local Navy Campus office.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

DANTES is a DOD agency that supports the voluntary education programs of each military service. DANTES was authorized by the Department of Defense after the disestablishment of the old United States Armed Forces Institute (USAFI). DANTES is located at the Naval Education and Training Program Development Center, Pensacola, FL. The Chief of Naval Education and Training is designated as the executive agent for DANTES. The purpose of DANTES is to centrally procure and manage the materials and services necessary for the conduct of various examination and nontraditional education support programs of the other military services. DANTES services include, but are not limited to, the following:

- Provides a wide range of examination and certification programs

- Operates an independent study support system

- Operates an examination score recording and reporting system

- Provides other support and developmental activities

DEFENSE ACTIVITY for

DANTES

NON-TRADITIONAL EDUCATION SUPPORT

DANTES Logo.

Purpose Of DANTES

DANTES is designed to centrally procure and manage the materials and services necessary for the conduct of various examinations and nontraditional education programs. To accomplish its mission, DANTES has negotiated contracts to offer the following services.

- The College Level Examination Program (CLEP) General and Subject Examination
- DANTES Subject Standardized Tests (DSST) (academic and technical college level)
- Scholastic Aptitude Tests (SAT) (college entrance)
- General Educational Development (GED) tests (high school equivalency)
- The American College Testing Program of Iowa City, Iowa, for the ACT assessment (college entrance) and for Testing Proficiency Examination Program (ACT/PEP) testing materials
- The ACE Guide Series
- The Servicemembers Opportunity College (SOC) Program, including the special SOC Associates Degree Program, (SOCAD for Army and SOCNAV for Navy)
- The independent study support systems credit by examinations

Q31. The acronym DANTES identifies what agency?

Q32. What is the purpose of DANTES?

Nontraditional Education

Just what does nontraditional education mean? Nontraditional education typically means that the educational experience did not take place in the formal classroom or on a college campus. Nontraditional education has become a major factor in American education, and the military services have long played a leadership role in the development of nontraditional education. Adult students, and military personnel in particular, are often surprised to learn how much of their experience may be applied toward a college degree. As the educational services officer, you must be able to discuss and advise command members how their work experience can be applied for credit. Service personnel develop and expand their skills and knowledge through military training courses and programs, self-study activities (such as reading and traveling), examination programs, on-the-job experiences, and by a variety of other learning experiences outside the formal classroom. While many servicemen and women are able to take advantage of the more formal classroom educational programs offered through their local education centers, circumstances often prevent many others from continuing their educational pursuits. These

ANSWERS TO QUESTIONS A29. AND A30.

A29. To provide a program to permit military members to earn college credits by removing educational barriers, such as residency requirements, transferability of credit, and by using nontraditional means of education.

A30. The ESO must be informed as to the rules and regulations of the program; the ESO must maintain liaison with the Navy Campus education specialists; and the ESO should advise and help personnel take advantage of the program.

individuals are stationed at isolated sites, do shift work, or find themselves transferred before completion of their programs. Others are stationed in areas where their particular course of study is not offered, or perhaps they have advanced to a level where courses needed to progress are not available. Nontraditional education programs become practical components in the educational pursuits of these servicemembers. It is through DANTES that two of these programs, independent study and testing for credit, are made available to service members throughout the world.

Q33. Nontraditional education refers to what type of instruction or training?

Q34. Why is nontraditional education so important to the military services?

The DANTES Examination Program

DANTES provides a variety of examinations and testing services that are important to you, the educational services officer, and to members of your command. You will fulfill a number of needs other than enrolling students in courses and administering examinations. As ESO, you provide career and academic guidance, identify career interests and basic skills deficiencies, and assess potential for advanced educational work. Recognizing the multidimensional role of the ESO, DANTES distributes a number of interest and assessment instruments that are designed to bring into focus personal, career, and academic interests. College-level examinations that are taken for credit can be equated to money saved in tuition costs and time spent in school. Many colleges have technical programs that allow DANTES tests to satisfy lower-level academic requirements. DANTES provides tests through arrangements with the Educational Testing Service (ETS), the American Council on Education (ACE) GEP Testing Service, and the American College Testing Program (ACT). Most of the tests are free to Navy members. You will need to refer to the *DANTES Examination Handbook* for full particulars on each test.

The examinations and services of the DANTES examination program are available to all active duty military personnel, midshipmen of the U.S. Naval Academy, reservists who are on active duty for 120 consecutive days or more, and overseas civilian applicants for the NROTC scholarship program and U.S. Naval Academy. DANTES examinations are not authorized for individuals who have been separated from active military service.

One major area of DANTES activity is the administration and sponsorship of a wide range of examination programs at testing sections throughout the world. For example, a Navy corpsman, based on his/her own skill and knowledge, could take a series of professional nursing examinations leading towards a Bachelor of Science degree in nursing and ultimately be licensed as an RN; or the trained Navy mechanic could become nationally certified through these examinations; or the English literature buff or the Spanish-speaking Navy person could earn a Bachelor of Arts by passing the appropriate tests. These examination programs help to provide opportunities such as gaining college admission, obtaining academic credit and professional certification, obtaining the recognition of high school completion, determining interest and aptitude, and assisting in the educational counseling of military personnel. The testing programs available through DANTES are described in the following paragraphs.

Q35. The DANTES examination program serves what purpose in the educational careers of military personnel?

HIGH SCHOOL EQUIVALENCY.—The Navy policy supports, as a minimum educational level, a high school diploma or its equivalent. There are currently two ways to achieve this educational level; (1) General Educational Development (GED) tests; and (2) the California High School Proficiency Examination (CHSPE).

General Educational Development (GED) Test.—The GED testing program is designed for individuals who have not finished their formal high school education and desire to earn an equivalency certificate.

DANTES provides GED tests free of charge to military personnel stationed overseas and deployed locations. Current plans are to make these tests available in CONUS beginning FY86. Only ships with a designated DANTES Test Control Officer (TCO) are authorized to administer the GED, and then, only outside CONUS. DANTES also provides a practice GED test that can be administered free of charge. This free test will give the test taker some insight into the test and its contents.

Q36. What is the purpose of the GED test?

At present, Navy personnel stationed in CONUS must take the GED at designated GED testing centers, where it is administered by the state on a self-pay basis. Navy personnel who pass the GED should be encouraged to apply for a high school equivalency certificate from their home state. For additional information on the GED testing program, refer to your DANTES Examination Program Handbook, the *Guide to DANTES Examinations*, or contact the local Navy Campus office.

The California High School Proficiency Examination (CHSPE).—CHSPE is available to active duty personnel stationed/homeported in California. California residents stationed worldwide are eligible, on a self-pay basis, to take the CHSPE. CHSPE is equivalent under California law to a high school diploma and results in the award of a high school equivalency certificate from the state.

College Admission Program

DANTES makes the American College Testing (ACT) Assessment Program available through arrangements with ACT. The program assists military personnel in meeting various college admission requirements. It also meets requirements for application to some officer accession programs (BOOST, NROTC, VSNA, ECP). An interest inventory and other college planning information is available from ACT.

ANSWERS TO QUESTIONS A31. THROUGH A35.

A31. Defense Activity for Non-Traditional Education Support

A32. The purpose of DANTES is to provide and manage the materials and services necessary for the conduct of nontraditional education programs and the administration of varied examinations.

A33. Nontraditional education is training and instruction that takes place in a location other than the formal classroom.

A34. Military personnel spend much of their time in locations that provide no opportunity for formal classroom instruction; therefore, nontraditional education is the only avenue for furthering the education of military personnel under these circumstances.

A35. Military personnel are permitted and encouraged to take high school or college-level exams in skills and knowledges obtained through experience and on-the-job training. High school or college credit is given to individuals who can satisfactorily pass the appropriate tests.

SCHOLASTIC APTITUDE TEST (SAT).—The SAT is made available through arrangements with the College Board and is used by military personnel to meet college admission requirements, as well as to qualify for admission to some officer accession programs. Many college admissions offices use this test to predict academic success in the first year of college.

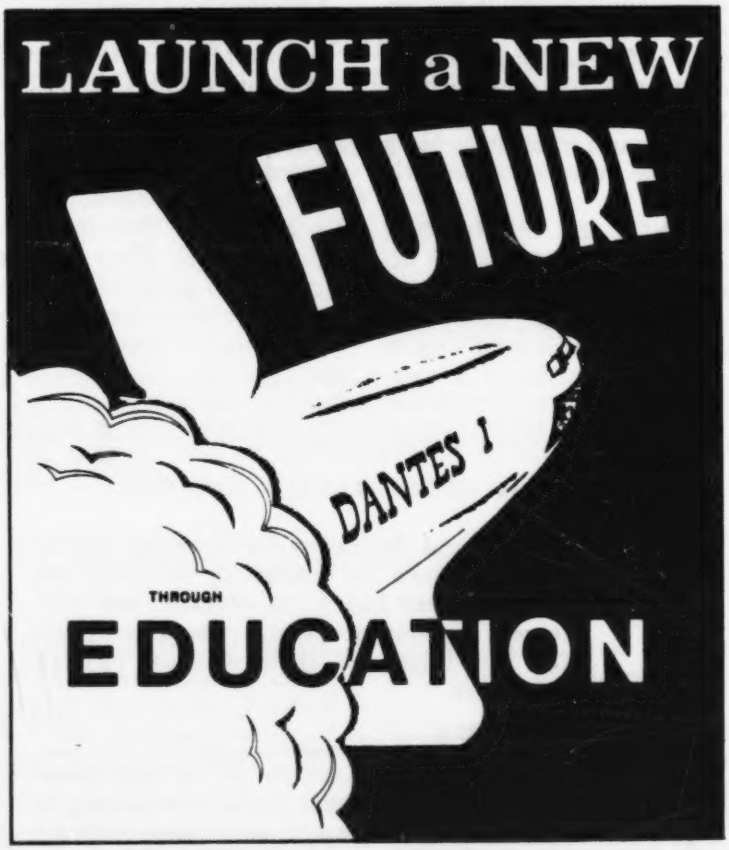
GRADUATE RECORD EXAMINATIONS (GRE).—There are two components of the GRE—the GRE general tests and subject tests. The aptitude examination measures general scholastic ability; specifically, verbal, quantitative, and analytical. The advanced tests measure mastery of knowledge and understanding of the particular subject. The advanced GRE tests are available in several subject areas. They provide an excellent way for students to earn advanced credits. Both are used for admission to graduate school.

Q37. What is the purpose and the scope of the Act Proficiency Examination Program (ACT/PEP)?

College Credit-by-Examination

College credit may be earned by the successful completion of the tests and examinations discussed below (CLEP, DSSTs, and ACT/PEP). Substantial savings of classroom time and money can be realized by the individual if the educational institution they are attending recognizes these tests and examinations and allows credit for their successful completion. Interested personnel should inquire with their educational institution for a determination of credit. (See figure 3-11.)

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP).—is a nationally recognized and



299.11

Figure 3-11.—Another way to earn college credit—testing with DANTES.

widely accepted means by which credit-by-examination can be earned. CLEP (general) consists of a battery of five tests that measure college-level achievement in basic areas usually covered in the first 2 years of college. Almost seventy percent of the people who take CLEP tests are successful. This is a strong motivator for career personnel. Most senior petty officers who already possess recommended credit for service schools and work experience are well within reach of an associate degree when they test successfully as well. There are also forty-five CLEP subject examinations available in a wide variety of academic disciplines.

DANTES SUBJECT STANDARDIZED TESTS (DSSTs).—The DSST program is a series of examinations in vocational, technical, and traditional academic subject matter areas. There are approximately fifty undergraduate level college subjects. They are similar to final examinations and demand a comprehensive knowledge of the subject. The examinations are multiple-choice and, unlike other examination programs, are not timed. Two to four semester hours of credit may be earned for each DSST. Each test has been standardized, reviewed, and credit recommended by the American Council on Education (ACE). DSSTs are just another source from which Navy individuals can earn college credit. See figure 3-12.

ACT PROFICIENCY EXAMINATION PROGRAM (ACT/PEP).—The ACT/PEP examinations, formerly the University of the State of New York State College Proficiency Examinations and the Regents External Degree Examinations, are available to all active duty military personnel. The ACT/PEP consists of over forty separate examinations in the areas of art and sciences, criminal justice, business, education, and nursing. Military members gain academic credit from colleges and universities for successful testing.

Q38. What other tests are administered by DANTES which allow military personnel to gain college credit for Navy training and experience?

Q39. How do the certification programs administered by DANTES differ from the examination program?

Certification Programs

In addition to examinations providing academic credit, DANTES also makes available certification examinations in several professional and technical areas. These examinations are provided through the sponsoring professional or technical association. These examinations are a good way for Navy members to obtain recognition for their Navy training and to become a member of a national organization. DANTES test control officers are authorized to administer the following certification examinations.

ANSWERS TO QUESTIONS Q36. AND Q37.

A36. The General Education Development (GED) test is designed for individuals who have not completed their high school education and want to earn an equivalency high school certificate for knowledge and skills obtained through experience.

A37. The ACT/PEP administers over forty separate examinations in the areas of art, services education, business, criminal justice, and nursing to allow military personnel to gain college credit for their Navy training and experience.

ONE WAY
TO EARN
COLLEGE
CREDITS
DSST's

THE DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) OFFERS A SERIES OF SUBJECT STANDARDIZED TESTS (DSSTS). THE DSST PROGRAM IS A SERIES OF EXAMINATIONS IN VOCATIONAL-TECHNICAL AND TRADITIONAL ACADEMIC SUBJECT MATTER AREAS. THE DSSTS HAVE BEEN REVIEWED AND EVALUATED BY THE AMERICAN COUNCIL ON EDUCATION FOR ACADEMIC CREDIT RECOMMENDATIONS AND ARE ACCEPTED BY MANY COLLEGES AND UNIVERSITIES FOR CREDIT. THESE TESTS ARE AVAILABLE TO ACTIVE DUTY MILITARY PERSONNEL AT NO COST THROUGH THE EDUCATION OFFICE.

SOME OF THE TESTS ARE:

TEST NUMBER	TEST TITLE
SC 488	PSYCHOLOGY OF ADJUSTMENT
SC 520	GEOLOGY I
SC 533	BUSINESS LAW I
SC 539	INTRO TO MANAGEMENT
SC 543	INTRO TO BUSINESS
SC 548	MONEY AND BANKING
SC 560	INTRO TO EDUCATION
SC 568	INTRO TO FORESTRY
SC 579	BEGINNING GERMAN I
SC 580	BEGINNING GERMAN II

. . . . AND MANY MORE.

THE EDUCATION SERVICES OFFICE HAS A COMPLETE LIST OF DSSTS AVAILABLE. THREE SEMESTER HOURS OF CREDIT ARE GENERALLY RECOMMENDED FOR PASSING DSSTS. BEFORE TAKING A DSST YOU SHOULD CHECK WITH THE SCHOOL YOU ARE ATTENDING TO DETERMINE THEIR CREDIT GRANTING POLICIES.

299.12

Figure 3-12.—Take DSSTs to obtain additional college credit.

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS (AAMA).—Successful examinees are designated as Certified Medical Assistants (CMA). This examination is of value to the Hospital Corpsman (HM) in the command.

AMERICAN MEDICAL TECHNOLOGIST (AMT).—This examination is for laboratory technicians. Clinical laboratory technique is a specialty in the Hospital Corpsman field.

AMERICAN NURSES ASSOCIATION.—There are currently thirteen certificate programs in clinical areas of nursing and two examinations in nursing administration. These programs are considered to be another specialty of the Hospital Corpsman field.

INSTITUTE FOR THE CERTIFICATION OF ENGINEERING TECHNICIAN (ICET).—This certification is of interest to several Navy ratings such as instrumentman, welder, the construction trades, and electricians.

NATIONAL INSTITUTE FOR AUTOMOTIVE SERVICE EXCELLENCE (NIASE).—There are examinations in eight areas of automobile repair, six areas of heavy duty truck repair, and body repair. Any one individual planning to enter this career field upon separation/discharge or retirement needs this certification.

INSTITUTE FOR CERTIFICATION OF COMPUTER PROFESSIONALS (ICCP).—The ICCP has two certification programs, the certification in data processing (CDP) and the certificate in computer programming. This certification is of interest to the data processing technician.

INTERNATIONAL SOCIETY FOR CLINICAL LABORATORY TECHNOLOGY.—This certification is for the individual who has specialized training in hematology, blood banking, chemistry, bacteriology and so forth. In the Navy, this is in the area of the laboratory technician with a subspecialty in pathology.

NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS (EMT).—This test consists of written and practical examinations and is designed for individuals interested in being an EMT (nonambulant), EMT (ambulance), and EMT (paramedic). This is another examination in the Hospital Corpsman field.

INSTITUTE OF CERTIFIED PROFESSIONAL MANAGERS (ICPM).—This examination consists of three parts—personal skills, administrative skills, and human relation skills. The goal of ICPM is to enhance the status of management as a profession and to provide managers with a sense of direction.

AMERICAN SOCIETY FOR QUALITY CONTROL (ASQC).—This is an organization for professionals engaged in the management, engineering, and scientific aspects of quality and reliability.

NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW).—An association for professionals in the social service fields.

ADMINISTRATIVE MANAGEMENT SOCIETY (AMS).—Navy individuals assigned in the management fields of personnel, finances, and administration may be interested in AMS certification.

ELECTRONICS TECHNICIANS ASSOCIATION INTERNATIONAL (ETA-I).—Any Navy electronics technician is a candidate for this certification, as well as other associated Navy ratings. There are four levels of certification in this area—associate, journeyman, senior technician, and master technician.

DENTAL ASSISTING NATIONAL BOARD (DANB).—This board gives Navy dental technicians the opportunity to be certified and belong to their own association.

AMERICAN SPEECH, LANGUAGE, AND HEARING ASSOCIATION (ASHA).—To be eligible for this certification program, applicants must have a masters degree in speech pathology.

ANSWERS TO QUESTIONS Q38. AND Q39.

A38. College credit by examination can be earned by the College Level Exmination Program (CLEP) tests and by DANTES Subject Standardized Tests (DDSTs).

A39. Under the Certification program, tests are given for the purpose of certifying Navy members for membership in national labor organizations.

NATIONAL BOARD OF RESPIRATORY THERAPY.—This certification program is a relatively new field. Hospital Corpsmen with specialized training as respiratory therapist are excellent candidates for this program.

Independent Study Program

The Independent Study Program fills a need felt by Navy members who cannot enroll in a resident class or who are in need of a subject of a specific nature. Enrollment in an independent study course is another method service members may use to complete educational goals. Over 4,000 independent study courses from 35 regionally accredited colleges and universities are available to service personnel through the DANTES independent study support system. While the majority of the courses available through this system are applicable to undergraduate degree programs, several of the participating colleges offer courses at the high school level, and some even offer graduate-level courses. To find out more information regarding these courses and types of study, refer to the *Independent Study Catalog*.

THE DANTES INDEPENDENT STUDY CATALOG.—The *DANTES Independent Study Catalog* (DISC) is the key to the independent study system. This catalog lists the participating colleges, the available courses, and necessary course information. The catalog is available to you, as the education services officer, and should be used to help members of the command select and enroll in courses of study. The catalog is updated twice a year to assure accuracy of course information and costs. Make sure that you are using the current catalog.

EASE OF ENROLLMENT.—Enrollment in any of the 7,000 courses is a simple process for Navy members. This is due to the agreements that have been reached between the participating colleges and DANTES. All participating colleges have agreed to accept the DANTES common application form, DD Form 2004. Thus, the catalog, and the common application procedures, eliminate the need for the additional step of prior contact between the student and the school. The DD Form 2004 is available through the normal supply system (stock number 0102-LF-002-0040).

Q40. What type of instruction and credit is offered by the Independent Study program administered by DANTES?

EDUCATION PUBLICATIONS.—In support of the examinations and independent study programs, DANTES develops and acquires specific education publications for use by the educational services officer. These include the following publications.

- *Guide to External Degree Programs*. This guide contains information about external degree programs from regionally accredited institutions that require brief seminars, a minimum of on-campus residency, that permit flexibility in scheduling, and make extensive use of independent study and credit-by-examination.

- *SOC Guide to the Acceptance of Non-Traditional Credit in SOC Institutions*. This guide provides general information on how nontraditional experiences may be reviewed; identifies some of the nontraditional means that are commonly used by military students to demonstrate college-equivalent learning; and summarizes the acceptance of nontraditional credit in service members opportunity college (SOC) institutions.

- ACE *Guide to the Evaluation of Educational Experiences in the Armed Services*. This guide is a three-part guide containing recommendations for credit for formal courses offered by the services and for some military occupations, including Navy rates and ratings and LDO and Warrant Officer designators. The guide is updated every 2 years, and commands may procure a set, free of charge, from the nearest Navy Campus office.

- *Handbook to the ACE Guide to the Evaluation of Educational Experiences in the Armed Services*. This handbook is not intended to replace the introductory sections and appendices of the guide, it merely supplements the guide. It contains semiannual updates of recent evaluations of training courses.

- *DANTES Independent Study Catalog*. This catalog is the key to the independent study system. It lists the course offerings of participating colleges and universities and the necessary enrollment information.

- *Veterans Administration In-Service Benefits Handbook*. This handbook is a quick reference source for information dealing with in-service education programs that are funded through the Veterans Administration.

- *Guide to DANTES Examinations*. This guide is designed for use by personnel who are responsible for providing general information about the DANTES testing program. It includes a summary description of each examination available through DANTES, as well as summary descriptions of certification programs. The guide does not provide information to be used by those who are responsible, or share responsibility, for the DANTES testing program. Those personnel, test control officers (TCOs) and alternate test control officers (ATCOs), should refer to the *DANTES Examination Program Handbook* (DEPH), DOD 1322.8-H, for more complete descriptions of the DANTES testing program and administrative policies and procedures.

PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMS FOR ENLISTED PERSONNEL

The Navy's educational development programs are available to qualified enlisted personnel who are either pursuing a degree, a commission as a naval officer, or both. The programs covered in this section provide selectees the opportunity to either earn a degree and a commission (NROTC, Naval Academy, and ECP) or to prepare to participate in a program for a degree and commission (BOOST); or the opportunity to receive the required educational training before being commissioned (Warrant Officer Physician's Assistant Program). The regular Limited Duty Officer and Warrant Officer programs are not considered as education programs, and information about these two programs is contained in lesson 5.

Through the following programs, the Navy gives qualified enlisted personnel numerous opportunities to further their education and expand their professional status.

- BOOST (Broadened Opportunity for Officer Selection and Training)
- EEAP (Enlisted Education Advancement Program)
- ECP (Enlisted Commissioning Program)
- NROTC (Naval Reserve Officers Training Corps Scholarship Program)
- United States Naval Academy
- Warrant Officer Physician's Assistant Program
- Uniformed Services University of the Health Sciences
- Health Care Administration Section of the Medical Service Corps-USN
- Medical Enlisted Commissioning Program

Broadened Opportunity for Officer Selection and Training (BOOST)

This program provides qualified and selected candidates the educational "boost" they need to obtain Navy sponsored college scholarships for entry into the Naval Reserve Officer Training Corps (NROTC) and for entry into the Naval Academy. It is designed to accomplish the following goals.

- Provide an opportunity for educationally or financially disadvantaged enlisted personnel

ANSWER TO QUESTION Q40.

A40. The Independent Study Program is designed for members who can't enroll in resident classes or members who need a specific course. Over 4,000 courses are available for high school, undergraduate, and graduate level courses.

- Prepare the member to apply for either NROTC scholarship or entry into the Naval Academy

- Provide college preparatory instruction

Ambitious young men and women who are not adequately prepared to compete on an equal basis with other students applying for NROTC scholarships or admission to the Naval Academy are given every opportunity to succeed through BOOST. This program is a major part of the Navy's affirmative action plan. Interested minority personnel are strongly encouraged to apply.

WHAT DOES BOOST DO FOR THE APPLICANT?.—BOOST provides successful students with a 4-year, undergraduate education and opens a direct pathway for enlisted personnel to attain professional status as Navy officers after graduation from college. BOOST helps the individual acquire the scholastic skills and academic credentials that place the BOOST graduates on a par with their college-bound peers. The military program in BOOST school includes inspections, drills, graded exercises, a good exposure to leadership, and an aggressive physical education program. BOOST applicants should be genuinely interested in pursuing a Navy career. They are expected to enter college well prepared to meet the academic challenges and demands of a commissioning education program.

Q41. What is the significance of the BOOST program?

Q42. What is the normal length of BOOST Program school instruction?

Q43. What publication should be referred to for information about the BOOST Program?

LOCATION AND LENGTH OF INSTRUCTION.—BOOST is conducted at Service School Command, NTC, San Diego, California. The curriculum concentrates on mathematics, physical and social sciences, and the communication skills of reading, writing, listening, and speaking. Educational and personal counseling, development of study skills, and time management are also included in the program. The length of BOOST school instruction is normally 12 months. The basic eligibility requirements are outlined below.

- U.S. citizenship.

- Be at least 17 years of age. (Maximum age requirements for BOOST students are contingent upon eligibility for at least one of the related officer procurement programs.)

- Be enlisted in the Navy or Naval Reserve on active duty. Applicants must have 36 months obligated service as of 1 June of the year in which BOOST training commences. If selected for NROTC or nominated for appointment to the Naval Academy, the member must agree to incur 4 years obligated service on completion of BOOST.

- Meet physical standards as prescribed in the Manual of the Medical Department.

- Have no record of conviction by court-martial or by civil court for other than minor traffic violations.

- Must not have been in violation of Article 15, UCMJ, for 2 years preceding entry into BOOST school.

- Be a high school graduate or possess GED equivalency. (Selected applicants not meeting this requirement will satisfy this requirement during BOOST school, based upon military educational experience and GED test results.)

- Must achieve minimum test scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) within 12 months preceding application deadline date. (Minimum test scores are contained in MILPERSMAN 1020360.)

- Be recommended by commanding officer.

The ESO should take every opportunity to publicize this program (POD, CCTV, and so forth). Additional information on the BOOST Program is contained in the *Naval Military Personnel Manual* (MILPERSMAN); and information on eligibility requirements and application procedures is announced yearly in OPNAV Notice 1500, normally around June or July.

Enlisted Education Advancement Program (EEAP)

The ESO coordinates applications for EEAP. Detailed instructions for administering the program and a description of the student and Navy Campus responsibilities are available in CNETINST 1560.7A. The program is announced each year by OPNAV Notice 1510, which specifies application procedures and eligibility requirements. The ESO should use good media exposure (POD, CCTV, or a command flyer) to advertise this program throughout the command.

EEAP offers career petty officers the opportunity to attend school full time to earn an associate of arts/science degree in a rate-related or management field. The program is designed to improve the technical, supervisory, and management skills of career-oriented petty officers. EEAP students attend school full time at designated 2-year colleges for a maximum of 24 months. While attending school, the student receives full pay and allowances except for proficiency pay. Participants are required to finance their educational expense. They must agree to reenlist or extend their present enlistment to a total of 6 years obligated service at the time of college enrollment. Students are assigned to a designated naval activity for administrative purposes. A Navy Campus education specialist is assigned as the EEAP academic advisor. The education specialist assists the student in the following ways.

- Selection of courses appropriate to the student's approved program, and if desirable, transferable to 4-year programs
- Advising on financial assistance (See note below.)
- Ensuring student satisfies the required EEAP core courses
- Ensuring student carries a full academic schedule as defined by the institution

NOTE: Students in EEAP are not eligible for tuition assistance; however, in-service VA educational benefits may be used by those who are eligible for these benefits.

Each student must satisfy the required EEAP core courses, which consist of one year of English composition, one speech course, one course in U.S. government, one mathematics course, and one physical/biological science course with laboratory. Students are advised that it is possible to satisfy the English composition, mathematics, and U.S. Government requirements by satisfactory completion of the appropriate CLEP tests. Satisfactory completion of course work through testing is determined by policies in effect at the institution attended.

ANSWERS TO QUESTIONS Q41. THROUGH Q43.

A41. Ambitious, capable, individuals who are not adequately prepared to compete on an equal basis with other applicants for NROTC scholarships to the Naval Academy attend BOOST to help them acquire scholastic skills and academic credit to place them on an equal footing with their peers.

A42. The normal length of instruction is 12 months.

A43. MILPERSMAN, NAVPERS 15560, contains detailed information regarding the BOOST program.

Q44. What is the goal of the Enlisted Education Advancement Program (EEAP)?

Q45. What is the major difference between EEAP and ECP?

Basic eligibility requirements are outlined below.

1. You must be an active duty USN/USNR/TAR in the rate of third class petty officer or above.

2. You must have completed at least 4 (or E-5 with minimum of 3 years) but no more than 14 years active duty as of 1 September of the year for which applying.

3. You must be eligible to commence a normal shore tour (CONUS or Hawaii with PRD between 1 September of the year for which applying and 31 August of the following year; if on a shore tour, you must have sufficient time remaining on CONUS shore duty to complete the degree requirements.

4. You must have a high school diploma or equivalency certificate, or have successfully completed GED testing.

5. You must have a GCT/ARI, WK/AR or VE/AR combination of at least 110.

6. You must be recommended by the commanding officer.

7. You must have no record of conviction by courts-martial, nonjudicial punishment, or by civil court for other than minor traffic violations during the 2 years before the expected date of enrollment.

8. You must have met the physical fitness standards specified in OPNAVINST 6110.1B within the past year.

9. You must agree to reenlist or extend enlistment to have 6 years of active obligated service as of the date of enrollment.

The basic eligibility requirements, as well as any changes in requirements or application procedures, are announced annually in an OPNAV Notice 1510.

Enlisted Commissioning Program (ECP)

The selectees for the ECP are subject to the following regulations and benefits.

- Participants attend selected NROTC universities.
- Participants are required to pay for tuition, fees, books, and personal expenses (if eligible, may use VA educational benefits, G.I. Bill, or VEAP), but may not use Navy tuition assistance to pay for ECP.
- Participants receive full pay and allowances.
- Participants retain enlisted grade and are eligible for advancement.
- Participants are designated as officer candidates and treated as prospective naval officers.
- Participants are expected to complete requirements for anontechnical degree in 30 months or less; and requirements for a technical degree in 36 months or less.
- Participants attend OCS or AOCS upon graduation.
- Participants incur a 6-year active duty obligation upon enrollment and 4 years of active commissioned service upon commissioning.

Q46. Who is responsible for paying for the books, fees, and tuition for personnel participating in the ECP?

The Enlisted Commissioning Program (ECP) enables qualified outstanding enlisted men and women with previous college credits to complete requirements for a baccalaureate degree in 30 to 36 months or less through full-time study at designated NROTC colleges or universities, and subsequently earn Navy commissions through Officer Candidate School.

Primary considerations for selection are potential for career growth and academic capability.

The basic eligibility requirements candidates must meet for this program are listed below.

1. Must be an American citizen.
2. Must be active duty USN or USNR.
3. Must have completed at least 4 years, but not more than 11 years, of active service as of 1 September of the year of enrollment.
4. Must possess appropriate fully transferable credit (normally at least 30 credits). (CLEP scores and credit from nonaccredited schools are generally not considered fully transferable. Military-related credit may not be used in calculating educational status.)
5. Must have grade point average (GPA) of 2.3 or better.

Additional information on ECP is contained in MILPERSMAN 1020355. Information, eligibility requirements, and application procedures are announced yearly in an OPNAV notice.

Naval Reserve Officers Training Corps (NROTC) Scholarship Program

The NROTC scholarship program ultimately leads the individual to an appointment as an officer of the Regular Navy or Marine Corps in the grade of ensign or second lieutenant, respectively. The NROTC program is designed to educate and train well-qualified young men and women for careers as commissioned officers of the Regular Navy or Marine Corps. For this reason, only those reasonably disposed to making the Navy or Marine Corps a career should plan to enter this program.

Enlisted personnel who meet the eligibility requirements can also compete for NROTC scholarships in the same manner as their civilian counterparts.

Personnel selected for NROTC scholarships will attend a civilian college with an NROTC program on campus. The Navy pays full tuition and fees, and provides textbooks. NROTC scholarship students also receive a tax-free $100 a month allowance during the school year, plus Navy pay for summer training and travel.

ACTIVE DUTY APPLICANT.—An in-service, active duty candidate who is selected for the NROTC scholarship program will be issued orders from their current duty station to the appropriate NROTC unit. After reporting, the scholarship recipient will be discharged from active duty, enlisted in the U.S. Naval Reserve, and appointed as a midshipman, U.S. Naval Reserve. Upon successful completion of the program, the recipient agrees to accept an appointment, if offered, as a regular commissioned officer in the naval service. Applicants entering NROTC from active duty, with one or more years of active obligated service remaining, may be ordered to active duty to fulfill any remaining commitment if disenrolled from NROTC.

THREE/FOUR-YEAR AND TWO-YEAR NROTC SCHOLARSHIP PROGRAMS.—The basic difference in the Three/Four-Year NROTC Scholarship Program and the Two-Year Scholarship Program is the amount of time spent attending the NROTC school. In addition to the basic eligibility requirements, applicants selected

ANSWERS TO QUESTIONS Q44. THROUGH Q46.

A44. The EEAP provides career petty officers the opportunity to earn an arts/science degree by attending school full time for 24 months.

A45. Both programs provide the member with a degree; however, the ECP graduate earns a commission through OCS.

A46. The participating member is responsible for payment for books, fees, and tuition in the Enlisted Commissioning Program.

for the two-year program must enroll at a participating NROTC school as a junior (third year) in a four-year program, or a senior (fourth year) in a five-year program. In addition, selectees must meet specific academic prerequisites.

The processing of enlisted personnel for the three/four-year program is accomplished at the Navy or Marine Corps activities listed on the application form. The processing of enlisted personnel for the two-year program is accomplished at a naval recruiting district office. All selectees for the two-year program must successfully complete the Naval Science Institute (NSI) during the summer before reporting to the NROTC unit. The course of instruction at the NSI covers three major areas of training—academic, military, and physical fitness. This training is similar to the course of instruction provided for NROTC students during their freshman and sophomore years. The following basic eligibility requirements must be met.

1. U.S. Citizenship.
2. Under 25 years of age on 30 June of the year in which the individual would be eligible for commissioned status. Waivers are available for enlisted active duty service on a month-for-month basis up to a maximum of 48 months.
3. Be a high school graduate or possess an equivalency certificate.
4. Be physically qualified as set forth in the Manual of the Medical Department.
5. Must be morally qualified and possess officer-like qualities and character.
6. Must possess no moral obligations or personal convictions that would prevent conscientiously supporting and defending the Constitution of the U.S. against all enemies, foreign and domestic.
7. Must have no record of military or civil offenses.

This is a program for younger personnel of the command. The review of records of newly reporting personnel provides an opportunity to evaluate potential candidates for this program. The program should be publicized by any means available. Additional information on eligibility requirements and application procedures is contained in the MILPERSMAN 1020210 and the current issue of the NROTC scholarship program bulletin. Application forms for either the three/four-year program or the two-year program can be obtained from the nearest Navy recruiting office.

United States Naval Academy (USNA)

The Navy's own undergraduate professional college, the United States Naval Academy (USNA) in Annapolis, Maryland, is world famous as the academic training ground for future naval officers. The academy prepares young men and women, morally, mentally, and physically, to be professional officers in the Navy or Marine Corps. The following features are characteristic of the USNA.

- It is the Navy's own undergraduate professional college.
- Candidates are nominated from several sources.
- Offers four years of college leading to a commission in the Navy or Marine Corps.

How does a person get into the academy? The academy is one of those exceptional education programs available to enlisted men and women in the Navy. It takes keen educational services officers and good command personnel to identify young enlisted men and women who are potential candidates for this program. Even if an applicant is not selected for direct entry into the Naval Academy, each candidate is automatically considered for entrance into the service academy's preparatory school.

High school students are nominated to the academy by the President or Vice President of the United States, a senator, congressional representative, a military connected source, or by civil officials of Puerto Rico, the Virgin Islands, Guam, or American Samoa. High school students should begin the application process in the junior year. Basic eligibility requirements for the Academy include the following:

- Must be a citizen of the United States
- Must have good moral character
- Must be unmarried and have no dependents
- Must be at least 17 years of age and not have reached the 22nd birthday on 1 July of the year in which admitted to the Naval Academy
- Must qualify scholastically, physically, and medically

Additional information concerning the Naval Academy, including application procedures and eligibility requirements, are contained in MILPERSMAN 1020220 and OPNAVINSTs 1531.2, 1531.4, 1531.5, and 1531.6.

Warrant Officer Physician's Assistant Program

This program provides Hospital Corpsmen a path to commissioned status as a warrant officer in the Regular Navy, or the U.S. Naval Reserve. Detailed instructions for administering the program are contained in MILPERSMAN 1020315. The program is announced each year by a NAVMILPERSCOM Notice, which specifies application procedures and eligibility requirements.

The program offers the opportunity for selected corpsmen to attend the Physician's Assistants Training Program, which is 60 weeks in duration and consists of didactic training and clinical rotations. The program is designed to enhance the ability of the Navy health care system to effectively and efficiently deliver required health care services and to increase the ability of the Navy health care system to meet combat medical support requirements.

Once candidates complete the training program and are commissioned, they are considered to be technical officer specialists with sufficient academic and practical training to provide primary patient care services under the supervision of a physician. They will perform the following duties:

- Duties that require extensive knowledge of a specific occupation field
- Duties that are technically oriented and are repetitive in nature
- Duties that are not significantly affected by advancement in rank

The basic eligibility requirements are outlined below.

1. Be a U.S. Citizen
2. Be serving as a petty officer second class or above in the HM rating on active duty
3. Have a BTB GCT score of 55 with an ARI of 55, or an ASVAB combined WK & AR of 110
4. Be under 37 years of age as of 1 July of the calendar year in which application is made
5. Have completed at least 6 years of active naval service
6. Be a high school graduate or possess a service accepted equivalent
7. Have a clear record of conviction (civil or military) for 2 years preceding the date of application
8. Meet the physical requirement as directed by COMNAVMEDCOM
9. Be a graduate of either Advanced Hospital Corps School, Medical Services Technician School, or Nuclear Submarine Medicine Technician School
10. Be recommended by the commanding officer
11. Be of good moral character
12. Be interviewed by a board of three officers

Uniformed Services University of the Health Sciences

This program provides the opportunity for enlisted and officer personnel to apply and, if selected, attend a 4-year accredited medical school. Graduates receive a Doctor of Medicine degree.

This is an advanced education program, especially for the enlisted, since applicants must already have at least a baccalaureate degree and possess the academic background to qualify for entry.

Individuals selected for this program serve in paygrade 0-1 while in the program, regardless of their previous rank, and are promoted to paygrade 0-3 upon graduation. Graduates incur a 7-year obligation.

Detailed instructions for the program, eligibility requirements, and application procedures are contained in SECNAVINST 1500.8.

Health Care Administration Section of the Medical Service Corps, USN

This Medical Service Corps in-service procurement program is a continuous program that provides a path of advancement to commissioned officer status for senior Regular Navy Hospital Corpsmen and Dental Technicians who possess the necessary potential, outstanding qualifications, and motivation. This program is extremely competitive, and enlisted personnel should begin preparation early in their careers through a sound self-improvement program. Basic eligibility requirements are outlined below.

- Be a member of the Regular Navy, serving on active duty as an HM or DT, in paygrades E-6 through E-9.
- Be a citizen of the United States.
- Be at least 21 and under 32 years of age on 1 September of the calendar year in which appointment can first be tendered.
- Meet the physical standards prescribed in the Manual of the Medical Department.
- Must have no record of conviction by courts-martial for the 2 fiscal years preceding the date of application.
- Have a combined GCT/ARI or WK/AR score of at least 115.
- Be a high school graduate or equivalent.
- Must pass a professional examination as a prerequisite to final eligibility. The professional examination is designed to measure the applicants knowledge in fields related to Medical Department Administration and the applicants' verbal and quantitative skills.

Detailed instructions for the program, eligibility requirements, and application procedures are contained in NMPCINST 1120.1.

Medical Enlisted Commissioning Program (MECP)

This program is similar to the Enlisted Commissioning Program, except the program is only available to the Hospital Corpsman and Dental Technicians ratings. The MECP affords naval medical department enlisted personnel an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as an ensign in the nurse corps, United States Naval Reserve. Selectees for the MECP are subject to the following regulations and benefits.

- Must be accepted to a baccalaureate program leading to a bachelor of science degree in nursing, which is approved by COMNAVMEDCOM and accredited by the National League for Nursing
- Are required to pay for tuition, any fees, books, and personal expenses (if eligible, may use VA educational benefits, but may not use Navy tuition assistance to pay for MECP)
- Receives full pay and allowances
- Retains enlisted grade and is eligible for advancement
- Is designated as a MECP officer candidate and treated as a prospective naval officer
- Must successfully complete Officer Indoctrination School upon completion of the MECP
- Must take the first registered professional nurse licensing examination available after completion of MECP
- Incurs a 6-year active duty obligation upon enrollment and 4 years of active commissioned service upon commission

The Medical Enlisted Commissioning Program (MECP) enables qualified outstanding enlisted HM and DTs with previous college credits to complete the requirements for a bachelor of science degree in nursing, in 30 months or less through full-time study. There are several basic qualifications which must be met.

1. American citizenship.
2. Active duty USN or USNR who have completed at least 4 but not more than 11 years of active naval service as of 30 September in year of selection.
3. Be at least 22 years of age, but not more than 31 years of age as of 30 September in year of selection.
4. Must have 45 fully transferable semester hour credits.
5. Must have maintained a cumulative grade point average of 2.5 or better on a 4.0 scale.
6. Must meet the physical standards for officer candidates as prescribed in the Manual of the Medical Department.
7. Must have no record of conviction by court-martial, nonjudicial punishment, or civil court for other than minor traffic violations during the 4 years preceding 1 November of the year in which the application is submitted. A felony conviction (military or civilian), regardless of the date, or any record or drug abuse while

in an enlisted status is a disqualification from the MECP.

8. Be recommended by the commanding officer.

Additional information on the MECP is contained in MILPERSMAN 1020356.

PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMS FOR OFFICER PERSONNEL

The Navy has educational development programs available to quality officer personnel. The programs covered in this section provide selected officers the opportunity to further their education. This, in turn, will increase their potential for promotion selection.

- COLLEGE DEGREE PROGRAM
- LAW EDUCATION PROGRAM FOR OFFICERS
- WHITE HOUSE FELLOWS PROGRAM
- SCHOLARSHIP PROGRAM
- ADVANCED EDUCATION PROGRAM
- POSTGRADUATE SCHOOL MONTEREY, AND OTHER ADVANCED EDUCATION PROGRAMS
- JUNIOR AND SENIOR SERVICE COLLEGES
- DEFENSE LANGUAGE PROGRAM
- UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

The Navy provides qualified officer personnel the opportunity to further their education and expand their professional status. Information about each of these programs is provided in the following paragraphs.

College Degree Program

This program provides the opportunity for active duty naval officers to earn baccalaureate degrees in approved service-related fields through full-time study at civilian educational institutions. Participants receive full pay and allowances, but they must pay their tuition and all other program expenses. Individuals selected for this program are not eligible for Navy tuition assistance; however, eligible officer students may use their in-service VA educational benefits or Veteran's Educational Assistance Program (VEAP). No more than 18 consecutive months will be authorized under this program.

It is the policy of this program that major fields of study undertaken by College Degree Program participants will be consistent with the selectees designators and prospective future assignments in the Navy.

Basic eligibility requirements are outlined below.

- Be a commissioned officer in the grade of chief warrant officer (W-2) through commander
- Have at least two regular fitness reports since commissioning
- Have sufficient college credits to obtain a baccalaureate degree within an 18-month period
- Have sufficient time remaining in service to perform obligated service incurred (1 year obligated service for each 6 months of schooling)
- Be eligible for rotation to a normal shore tour or, if on a normal shore tour, have at least 2 years remaining on shore duty as of the time education is to commence under orders to this program

NOTE: Baccalaureate education for Medical Service Corps and Nurse Corps officers is provided by separate programs.

Detailed instructions, eligibility requirements, and application procedures are contained in OPNAVINST 1520.26 and CNETINST 1520.4B.

Law Education Program for Officers

This program allows selected naval officers to enter an American Bar Association (ABA) accredited law school for up to 36 months, leading to a degree of bachelor of laws or juris doctor, thus, leading to service as a JAG Corps Officer. Officers selected and ordered to law school will be entitled to PCS and military pay and allowances. It is anticipated that the government will pay tuition and up to $150.00 annually for fees and books. Service commitment is at a rate of 2 years obligated service for each year, or part thereof, of legal training in addition to any other service obligation.

Basic eligibility requirements are outlined below.

- Must be a citizen of the United States
- Must be on active duty in a commissioned officer status (0-3 or below)
- Must hold a baccalaureate degree from an accredited institution
- Must have served on active duty for a period of not less than 2 years, nor more than 6 years (in officer or enlisted status) as of the time law education is to commence
- Must be able to complete 20 years of active service as a commissioned officer before their 55th birthday

NOTE: The eligibility requirements listed above are established by law and therefore cannot be waived.

Detailed instructions, eligibility requirements, and application procedures are contained in SECNAVINST 1520.7D.

White House Fellows Program

This program provides a highly selected group of gifted, motivated young Americans with the experience of direct and personal involvement in the process of governing our nation. Selectees for this program are assigned for 1 year to the White House staff, the Vice President, members of the Cabinet, and to other top-level assignments in the Executive Branch. Active duty personnel who are designated receive full pay and allowances and remain in active status. Military personnel who participate in this program are obligated to serve on active duty for a period of twice the duration of duty as a White House Fellow, which is in addition to any previously incurred service obligation.

Basic eligibility requirements are outlined below.

- Both officer and enlisted can apply
- Career motivated
- Must have demonstrated unusual ability, high moral character, outstanding motivation, and a broad capacity for leadership
- Must show exceptional promise of future development
- Must be dedicated to the institutions of the United States

NOTE: Although the general age guidelines for the program are not specified, it is intended that those military personnel chosen be firmly committed to a military career. Therefore, applications from military personnel below the age of 28 are discouraged as being premature.

In addition to the basic eligibility requirements listed above, there are other considerations and factors that play a significant role in the selection process: Candidates should be mature, experienced, and capable of contributing to the program, and utilizing the program experience to the benefit of the Navy and their continuing Navy careers.

Detailed instructions, eligibility requirements, and application procedures are contained in an annual NAVMILPERSCOM NOTICE 1560, issued in February/March each year. Information can be obtained by writing to COMNAVMILPERSCOM WHF Program Manager (NMPC-440), Navy Department, Washington, D.C. 20370.

Scholarship Program

This program permits selected officer personnel to accept scholarships, fellowships, and grants from eligible donors. Eligible donors include tax-exempt corporations, foundations, funds or educational institutions organized primarily for scientific, literary or educational purposes; similar organizations that would qualify as tax-exempt if they were not foreign; and other organizations approved by the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics). Business groups operating for profit, foreign governments and political organizations are not eligible donors.

The fields of study undertaken by officers under this program must be consistent with their designators and prospective future assignments in the Navy. Graduate study must lead to qualification in subspecialties which are required in the officer's designators.

Officers selected for this program are required to serve on active-duty following graduation for a period three times the length of the period in the program, in addition to any other prior service obligation. No obligated service is incurred under the following conditions:

1. If the scholarship award is made in recognition of outstanding performance, and if its acceptance does not require relief from regular military duty for more than 26 weeks.
2. If the purpose of the scholarship is to permit the officer to work on a project of value to the United States rather than fulfill the requirements of an academic degree.

The only eligibility requirement is that the applicant be an active duty officer or midshipman first class. More detailed instructions and application procedures are contained in OPNAVINST 1520.24.

Advanced Education Program

This program provides an opportunity for active duty officers to engage in full time, personally funded graduate education, resulting in qualification for a subspecialty designation. Participants will receive their regular pay and allowances, but they must pay their tuition and all other program expenses. Participants are not eligible for Navy tuition assistance; however, they may use their in-service VA educational benefits if they are eligible. Officers may not attend the Naval Postgraduate School under this program.

Not more than 12 consecutive months of duty under instruction will be authorized under this program; however, officers who are participating in the College Degree Program may apply, provided the total time in the two programs will not exceed 2 years. Limited duty and warrant officers are not eligible to apply for this program.

Commissioned officers in the grades of lieutenant (junior grade) through commander are generally eligible to apply for this program. More detailed instructions and application procedures are contained in CNETINST 1520.7B.

Postgraduate School, Monterey and Other Advanced Education Programs

The goal of the postgraduate school program is to meet subspecialty billet requirements for officers educated in the masters and doctoral levels and to provide some postgraduate education for all qualified active duty naval officers. Detailed information on the PG curriculum conducted at the Postgraduate School, Monterey, and other participating civilian educational institutions may be found in the *Catalog of Naval Postgraduate School*. Other references include OPNAVINST 1211.6E, the annual OPNAVNOTE 1520, and the *Naval Postgraduate School Catalog of Self-Study Courses*.

The eligibility criteria varies with the individual programs, therefore, you should refer to the references for determining eligibility and application procedures.

Junior and Service Colleges

The military services have institutions that offer advanced military courses in the science of naval warfare and related subjects to junior and senior officers to improve their professional competence for higher responsibility and higher command positions. These military institutions include, but are not limited to, the following:

- College of Naval Warfare, Newport, RI
- Naval Command and Staff College, Newport, RI
- Naval Command College, Newport, RI
- Armed Forces Staff College, Norfolk, VA
- Industrial College of the Armed Forces, Fort McNair, Washington, D.C.
- National War College, Fort McNair, Washington, D.C.
- Marine Corps Command and Staff College, Quantico, VA
- Army War College, Carlisle Barracks, PA
- Command and General Staff Officers School, Fort Leavenworth, KS
- Air War College, Maxwell AFB, AL
- Air Command and Staff College, Maxwell AFB, AL

The eligibility requirements and selection criteria vary for the different colleges. You should refer to CANTRAC, NAVEDTRA 10500, volume II, and the appropriate references for requirements and application procedures for the specific course.

Defense Language Program

When foreign language proficiency is required for designated billets, selected Navy personnel attend the Defense Language Institute in either Monterey, California, or Washington, D.C. Instruction is available in approximately 41 different languages. Officers desiring an assignment where a foreign language proficiency is required should submit a letter application to their respective detailer specifying the type of assignment desired. Applications from enlisted personnel, other than Cryptologic Technicians, are not desired. Officers selected for this program are required to serve on active duty following graduation for a period of 1 additional year for each 6 months of instruction received. More detailed information is contained in OPNAVINST 1550.7A and CNETINST 1550.9.

Uniformed Services University of the Health Sciences

This program provides the opportunity for officer and enlisted personnel to apply, and if selected, attend a 4-year accredited medical school, and upon graduation, receive a Doctor of Medicine degree.

Applicants must already have at least a baccalaureate degree and the academic background to qualify for entry. Navy officers on active duty must have completed their initial active service obligation before being placed in the program.

Individuals selected for this program serve in paygrade 0-1 while in the program, regardless of their previous rank, and are promoted to paygrade 0-3 upon graduation. Graduates incur a 7-year obligation.

Detailed instructions for the program, eligibility requirements, and application procedures are contained in SECNAVINST 1500.8.

VETERAN'S ADMINISTRATION (VA) EDUCATIONAL ASSISTANCE PROGRAMS

VA educational assistance refers to the financial assistance available to eligible veterans and active duty personnel to attend school. There are three Veteran's Educational Assistance Programs, and they are listed below:

1. Vietnam-era G.I. Bill, or chapter 34
2. Veteran's Educational Assistance Program (VEAP), or chapter 32
3. Veteran's Educational Assistance Act of 1984 (new G.I. Bill), or chapter 30

Basic information on these three programs is contained in the following paragraphs. Due to the complexity of all three programs, detailed information should be obtained from the local Navy Campus or VA office, or from the institution where the student is to attend.

VIETNAM-ERA G.I. BILL OR CHAPTER 34

Educational benefits under this bill will terminate 31 December 1989. The following personnel are eligibile for benefits under this bill.

- Personnel who began active duty between 31 January 1955 and 31 December 1976, and who subsequently served more than 180 consecutive days

- Personnel who signed delayed entry agreements before 31 December 1976, but did not report for active duty until 1977, but before 2 January 1978

NOTE: Time served as a midshipman or cadet at a service academy, time served as a reserve on active duty for training only, such as weekend training or 2-week training period, and National Guard time cannot be counted toward the 180-day requirement for eligibility.

Entitlement

Entitlement is earned at the rate of 1 1/2 months for each month or part month of active duty. After 18 continuous months of active duty, an individual under the Vietnam-era G.I. Bill qualifies for the maximum entitlement of 45 months. Eligible members have until December 31, 1989 to use their entitlements.

Charges Against Entitlement

In-service use of Vietnam-era G.I. Bill benefits provides a flat rate reimbursement of tuition and fees not to exceed $376 per month for full-time training. Charges against entitlement are based on the length of time enrolled and the rate at which the training is pursued. For example, a Navy student enrolled at the local college taking two courses (6SH) (half-time training) at a cost of $200 per course over a period of 4 months would be reimbursed the full $400 for tuition, and entitlement would be charged for 2 months (one-half month for each month of course). Adjustments are made for partial months of enrollment. Calculations of charges against entitlement are very complex, and questions should be referred to the local VA office.

VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP), OR CHAPTER 32

VEAP is a voluntary, contributory educational financial assistance program for individuals who entered the Navy after 31 December 1976. Personnel who elect to participate in this program make contributions in amounts between $25 and $100 per month for a minimum of 12 months; or they may make lump sum payments as desired. The Navy member's total contribution cannot exceed $2,700. Contributions must be made while the Navy member is on active duty. For every one dollar contributed by the individual, a matching two dollars is contributed by the Navy. Thus, a member's contribution of $2,700 will provide the Navy member with an $8,100 education fund. Benefits are paid directly to the service member upon the schools confirmation of the course or program enrollment. Active duty personnel, electing to use VEAP benefits while on active duty, must have completed their first period of obligated active duty, or 6 years, whichever is less.

Active duty personnel may suspend their contributions to VEAP, or they may disenroll and request a refund of unused contributions. The procedures for accomplishing these actions, and more detailed information, is contained in OPNAVINST 1780.1B.

VETERAN'S EDUCATIONAL ASSISTANCE ACT OF 1984 (NEW G.I. BILL) OR CHAPTER 30

This is the newest of the VA educational assistance programs. It is authorized for a period of 3 years for new recruits entering military service after 30 June 1985 and before 1 July 1988. Men and women enlisting for 3 or 4 years will accrue educational benefits of $300 per month for 36 months in exchange for a $100 per month deduction in pay for 12 months. Those enlisting for 2 years receive $250 per month for 36 months.

As previously mentioned, the 1989 termination date for the Vietnam-era G.I. Bill is still valid; however, service members eligible for that bill have two options, depending upon their own personal situation:

1. Members leaving active service before 1 July 1988 will qualify only for the Vietnam-era G.I. Bill and must use those benefits before 31 December 1989.
2. Members remaining on active duty on or after 1 July 1988 will be entitled to the new program at a rate of $300 per month, plus one-half of their entitlement rate under the Vietnam-era G.I. Bill without any deduction from basic pay.

Additional information on this newest of the VA educational assistance programs can be obtained from the local Veteran's Administration Office, or the local Navy Campus office.

LESSON 4

NAVAL CORRESPONDENCE COURSE PROGRAM AND OCCSTDS AND NAVSTDS, BIB, PAR, POIC AND CPOIC, AND PQS

LEARNING OBJECTIVES

Thorough study of this lesson will enable you to accomplish the following objectives.

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1. Identify the different types of naval correspondence and rate training manuals and determine the role of each type.
2. Determine the different methods used to order courses and rate training manuals individually and for stock.
3. Determine the procedures that are used to obtain courses from other services.
4. Determine the role the *Bibliography for Advancement Study* and the BIB booklets play in the Navy advancement system.
5. Define occupational standards and naval standards and determine the purpose of each set of standards.
6. Determine the meaning and significance of PARs and recognize their role in the advancement system.
7. Determine the meaning, significance, and role of POICs and CPOICs.
8. Define Personal Qualification Standards (PQS). Identify the major source document for PQS.

Okay ESOs, you know what the Naval Correspondence Course Program is, but do you know the meaning of the acronyms in the lesson title? Each of the acronyms designates a specific standard, publication, or a type of publication of special interest to the educational services officer. Because of the roles these standards and publications play in the advancement process, they are of great importance to the advancement candidate. As each one is described, its role in the advancement process and the manner in which the candidate for advancement should use it will be explained. The acronyms and the publications and standards they represent are listed below and will appear in the lesson in the same order.

OCCSTDS—occupation standards

NAVSTDS—naval standards

BIB—Bibliography for Advancement Study

PAR—Personnel Advancement Requirement

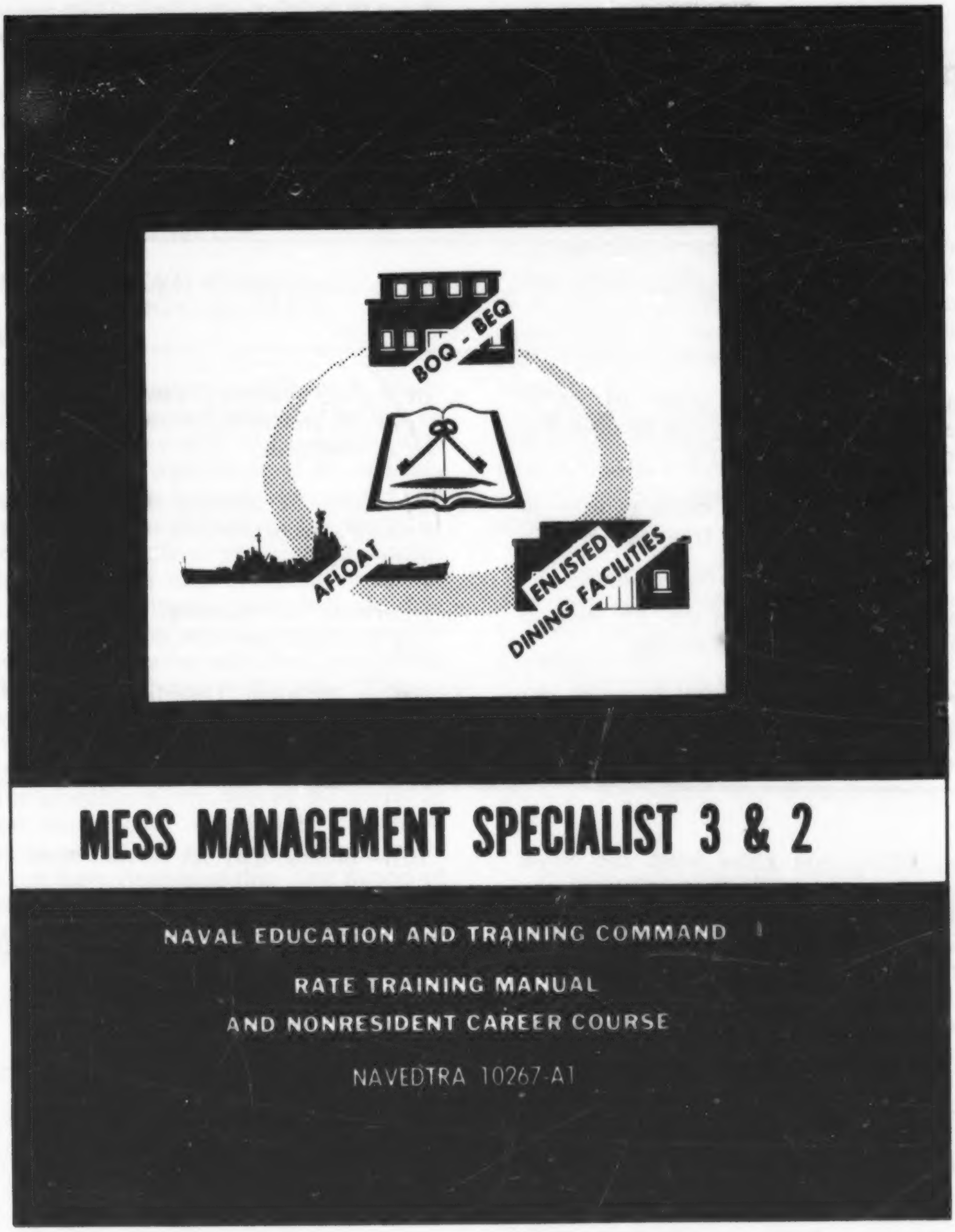
POIC—Petty Officer Indoctrination Course

CPOIC—Chief Petty Officer Indoctrination Course

PQS—Personnel Qualification Standards

NAVAL CORRESPONDENCE COURSE PROGRAM

It is important for the ESO to know the different types of naval correspondence courses available to both officer and enlisted personnel, how they are administered, and who they are administered by.


BOQ - BEQ
AFLOAT
ENLISTED
DINING FACILITIES

MESS MANAGEMENT SPECIALIST 3 & 2

NAVAL EDUCATION AND TRAINING COMMAND

RATE TRAINING MANUAL
AND NONRESIDENT CAREER COURSE

NAVEDTRA 10267-A1

299.30

Figure 4-1.—Sample of an RTM and NRCC bound in one booklet.

NAVAL CORRESPONDENCE COURSES AND RATE TRAINING MANUALS

Rate training manuals (RTMs) and their associated nonresident career courses (NRCCs) are designed to provide self-study instruction to the Navy's enlisted personnel in various occupational areas (ratings). Both the RTM and the NRCC play important roles in helping enlisted personnel gain the required minimum knowledges and skills specified by the occupational standards for given levels of responsibilities (the rate). Most candidates for advancement complete the RTM as one of the qualifications for advancement. The RTM can be completed in two different ways—by completing the NRCC and achieving a passing grade of 3.2 on each assignment, or by completing and passing a locally prepared examination based on the text of the RTM. Either method satisfies the requirement; however, candidates are urged to use the NRCC method in order to ensure complete coverage of the subject matter.

Officer correspondence courses (OCCs) are designed to assist naval officers in their efforts to improve their professional qualifications and to broaden their general knowledge of the naval sciences. Officer-enlisted (OCC-ECC) courses are designed to improve or broaden the knowledge of the officer and enlisted personnel in a broad range of subjects. For example, the course Equal Opportunity in the Navy applies equally well to both officer and enlisted personnel. Several courses, both officer and officer enlisted, are recommended for personnel applying for LDO and CWO commissioning programs. The completion of the recommended courses improves the background and education of the applicants and enhances their chances for commissioning.

As the educational services officer, you should understand the role naval correspondence courses and rate training manuals play in the advancement process of enlisted personnel and in the training of enlisted and officer personnel. You should also be familiar with the proper procedures for obtaining and grading naval correspondence courses. The basic reference for all naval correspondence courses, as well as courses available from other sources, is the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061. You should maintain the latest copy of this reference in the educational services office.

NAVEDTRA 10061 contains an overview of the training manuals and correspondence courses currently available and the procedures for ordering them, either individually or for stock in the command ESO library.

Q1. What role do naval correspondence courses play in the training and advancement of naval personnel?

Naval correspondence courses basically fall into three categories—the nonresident career course (NRCC), the officer-enlisted correspondence course (OCC-ECC), and the officer course (OCC). With few exceptions, the NRCCs are based on the associated rate training manuals and carry the same title as the RTM. The OCCs and OCC-ECCs are based on a wide variety of publications, both government and commercial.

Nonresident Career Courses (NRCC)

Courses taken by enlisted personnel on active duty and by drilling reservists are administered and graded by the student's command. Courses in this category include the following:

- RTM/NRCC—Indicates the rate training manual and the nonresident career course are bound together under one cover with one NAVEDTRA number and requires one order. The RTM/NRCC is ordered by stock number. See figure 4-1.

- RTM—Indicates the rate training manual (text only) is bound under one cover and carries its own NAVEDTRA number. See figure 4-2.

- NRCC—Indicates the nonresident career course is bound under a separate cover. The NRCC will not bear the same NAVEDTRA number as the rate training manual. The introductory information in the NRCC will cite the text to be used for the course. NRCCs should be ordered by stock number from Naval Publications and Forms Center (NPFC), Philadelphia, Pennsylvania. RTMs will be included when the NRCC is ordered. (Additional RTMs may be ordered separately by stock number.)

- SSTM/NRCC—Indicates that it is a single-subject training manual. The subject matter and the correspondence course are bound under the same cover with one NAVEDTRA number. The material pertains to one specific area of information and is one of a series of SSTMs required to cover the material normally covered in the RTM. The complete series is comparable to an RTM/NRCC.

- MODULE/NRCC—The module is similar to the SSTM except that it covers a larger, overall area of material, such as logistic and financial control or personnel support. Each module is one of a series, and a student is required to complete all of the modules to cover the course. The NRCC is normally bound under the same cover as the module, with only one NAVEDTRA number.

Q2. What is the basic reference for naval correspondence courses?

Q3. The information used in NRCCs is based on material from what source?

Ordering RTMs and NRCCs for Stock

The majority of courses that the ESO deals with on a daily basis are enlisted courses, that is, RTMs, NRCCs, and the RTM/NRCC combinations. All enlisted courses taken by enlisted personnel are administered by the command. Therefore, the ESO should have RTMs and NRCCs *in stock* for each enlisted rate and rating on board the command. If you do not have these courses available, you should take action to obtain them. One method of determining your need is to refer to the command Enlisted Distribution Verification Report (EDVR) and determine the different rates/ratings on board at your command. Obviously, the bigger the rate and rating, the more courses you should order.

Q4. Who administers enlisted courses for enlisted personnel on active duty?

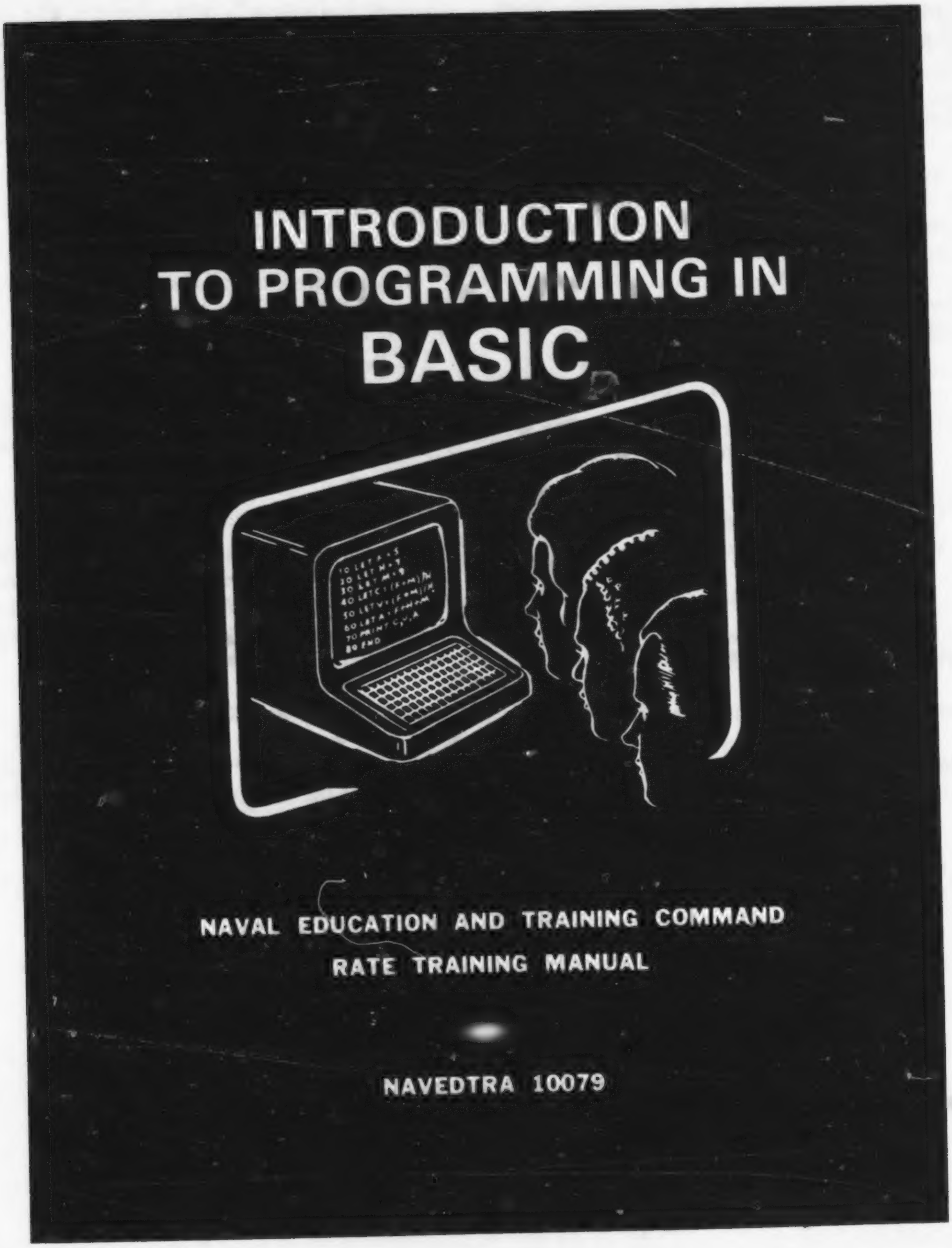
Officers, civilian personnel, nondrilling reservists, and other military service personnel who desire to take enlisted courses must be enrolled through the Naval Education and Training Program Development Center (NAVEDTRAPRODEVCEN), Pensacola, Florida. Requests for enlisted courses from officers and civilians should be submitted to NAVEDTRAPRODEVCEN on the ADP application form, NAVEDTRA 1510/1 (Rev. 6-84). When officers and civilians complete an enlisted course from NAVEDTRAPRODEVCEN, they are required to use the new ADP answer sheet provided with the course and NOT the answer sheets located in the back of the RTM or asssignment booklet.

Q5. When you see RTM and NRCC written together (RTM/NRCC), what does this mean?

There are several basic military requirements and apprenticeship RTMs and NRCCs of interest

ANSWER TO QUESTION Q1.

A1. NRCCs play a very important role since they are training tools, and successful completion of the courses is necessary to be eligible to take the advancement examination. They also enable officers to improve their professional qualifications and broaden their knowledge of naval science.



INTRODUCTION
TO PROGRAMMING IN
BASIC

NAVAL EDUCATION AND TRAINING COMMAND
RATE TRAINING MANUAL

NAVEDTRA 10079

299.30.1

Figure 4-2.—Sample of RTM only, NRCC in separate binder.

to almost all ratings. These courses should be kept in stock in the ESO office. Courses in this category include Military Requirements for PO3, PO2, PO1, and CPO; Basic Military Requirements; and courses for the apprenticeships in your command, such as SN, FN, AN, and so forth.

When ordering RTMs and NRCCs (all enlisted courses) for stock, you should go to the supply office and review the NAVSUP Pub 2002 for proper course ordering information. You should not exceed the quantitative restrictions that are indicated in the NAVSUP Pub 2002 for each course and RTM. Requests to exceed the quantity restrictions must be forwarded to NAVEDTRAPRODEVCEN, code 41, for approval. All enlisted courses are ordered from NPFC, Philadelphia, on DD Form 1348. See figure 4-3.

Q6. What are the basic categories of correspondence courses?

Delivery of Course to the Student

Upon receipt of courses, the ESO should deliver the courses to the students as soon as possible. The ESO should remind the student that he or she should follow the procedures outlined in the front matter of each course assignment booklet.

A course being administered by NAVEDTRAPRODEVCEN must be used by the individual the course is addressed to. The course cannot be passed on to another individual. A course that is not used by the person who ordered it must be returned to NAVEDTRAPRODEVCEN so the enrollment record can be cleared.

Q7. In addition to NAVEDTRA 10061, what other publication should you refer to when ordering NRCCs and RTMs?

Q8. What RTMs and NRCCs should the ESO have in stock in the command library?

If there are any questions concerning the administration of the courses, the ESO can contact NAVEDTRAPRODEVCEN, Pensacola, Florida, by phone—AUTOVON 922-1859 or commercial (904) 452-1859.

Grading of RTM/NRCC and NRCC

Answer sheets for these courses are located in the back of the assignment booklet or at the end

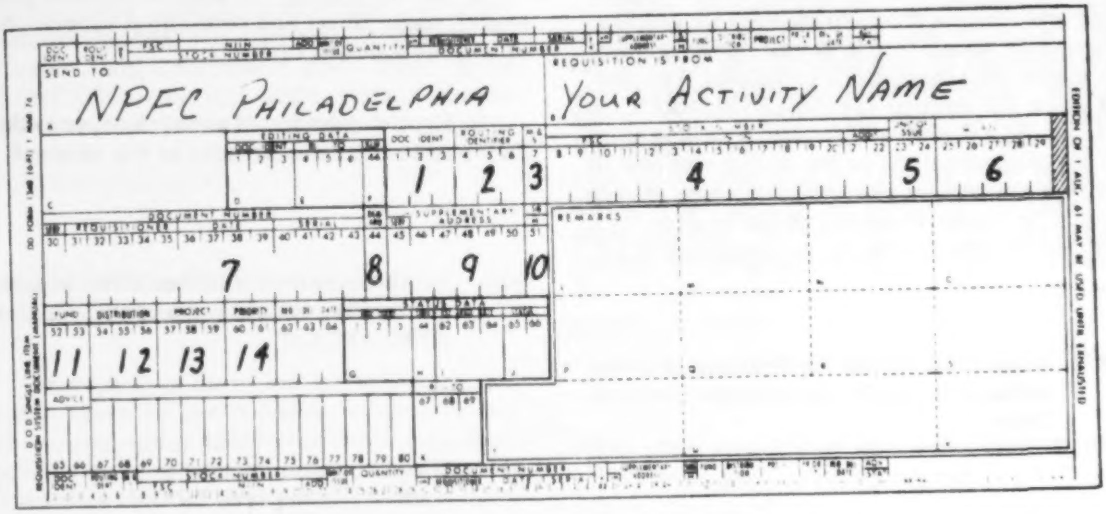
ANSWERS TO QUESTIONS Q2. THROUGH Q5.

A2. The basic reference for NRCCs is the List of Training Manuals and Correspondence Courses, NAVEDTRA 10061.

A3. The NRCCs are normally based on RTMs, but some are based on commercial texts or other references.

A4. Correspondence courses for enlisted personnel are administered by the member's command.

A5. The acronym RTM/NRCC indicates that the RTM and NRCC are bound together under one cover.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SEND TO: NPFC PHILADELPHIA

REQUISITION IS FROM: YOUR ACTIVITY NAME

NOTE: REFER TO DOD 4140.17M, NAVSUP PUB 409, NAVSUP PUB 437, OR NAVSUP PUB 485 FOR FURTHER DETAILS AND EXPLANATION. USE AUTODIN WHENEVER POSSIBLE.

1 CC 1-3 DOCUMENT IDENTIFIER — REQUISITION A04 OVERSEAS / A0D DOMESTIC NOTE: FOR FOLLOW-UPS USE AF/AT SERIES

2 CC 4-6 ROUTING IDENTIFIER — NFZ for COG I (EXCEPT AS NOTED IN 2002)

3 CC 7 MEDIA/STATUS —IF NO M/S CODE CITED, THEN NO STATUS PROVIDED

4 CC 8-20 STOCK NUMBER — CHECK YOUR NAVSUP PUB 2002 FOR STOCK NUMBER AND CURRENCY. ALL REQUESTS RECEIVED WITHOUT A STOCK NUMBER MUST BE PROCESSED OFF-LINE, AND WILL DELAY RECEIPT OF MATERIAL.

5 CC 23-24 UNIT OF ISSUE — (See NAVSUP P2002)

6 CC 25-29 QUANTITY — MUST BE FIVE (5) DIGITS (i.e. 00001)

7 CC 30-43 DOCUMENT NUMBER — ASSIGNED BY REQUISITIONER

8 CC 44 DEMAND — Either 1 (RECURRING) or N (NON-RECURRING)

9 CC 45-50 SUPPLEMENTARY ADDRESS — MAY BE USED FOR INTERNAL ROUTING CODE AT RECIPIENT'S COMMAND WHEN PRECEDED BY A Y, ONLY WHEN THE RECIPIENT IS THE REQUISITIONER.

10 CC 51 SIGNAL — FOR PUBS (OI) D — USE WHEN MATERIAL TO BE SHIPPED TO REQUISITIONER
M — USE WHEN MATERIAL TO BE SHIPPED TO SUPPLEMENTARY ADDRESS (MAKE CERTAIN CC 45-50 IS FILLED WITH BONAFIDE UIC)
FOR FORMS (II) SEE NAVSUP PUB 409, 437, or 485

11 CC 52-53 FUND CODE — TO BE USED FOR COG II (FORMS) ONLY. (NOT COG OI PUBS)

12 CC 55 DISTRIBUTION — USE 0 FOR PUBS 1 FOR FORMS.
CC 56 ALWAYS 1

13 CC 57-59 PROJECT CODE — ASSIGNED BY REQUISITIONER. SEE NAVSUP PUB 437 or 485.

14 CC 60-61 PRIORITY — IAW UMMIPS, BASED ON FORCE/ACTIVITY DESIGNATOR AND URGENCY OF NEED DESIGNATOR ASSIGNED TO YOUR COMMAND. IF LEFT BLANK, PRIORITY 15 IS ASSIGNED.

LACK OF INFORMATION ON YOUR REQUISITION IN ANY OF THE AREAS MAY BE A CAUSE FOR YOUR REQUISITION BEING DELAYED OR REJECTED.

299.31

Figure 4-3.—Sample of DD Form 1348 for ordering enlisted courses.

of the RTM. Enlisted personnel should turn in completed answer sheets to the ESO for grading. The student should turn in at least one assignment per month until the course is completed. The passing score for enlisted courses (RTM/NRCC) is 3.2. Should a student get less than a passing score on any assignment, he or she will be required to redo the assignment and resubmit a new answer sheet. The maximum score that can be given for a resubmitted answer sheet for an assignment is 3.2.

Q9. What form should the ESO use to order enlisted courses for stock in the command library?

Enlisted courses being administered by the command are also graded by the command. Answer keys for courses administered by the command must be ordered from NAVEDTRAPRODEVCEN (code 324), Pensacola, Florida. The request for answer keys should be written on command letterhead and signed by the commanding officer or his designated representative.

Correspondence course answer keys must be closely controlled and should always be maintained under the immediate supervision of a commissioned officer or the ESO. Answer keys must be kept in a *locked safe*. Such control and supervision is not meant to preclude any of the following situations:

- Subcustody of answer keys to division officers

- Actual grading by selected enlisted personnel, under direct and continuous supervision of a commissioned officer

- Local duplication of answer keys, provided they receive the same security as the originals

Q10. At what rate should answer sheets be turned in by enlisted personnel taking RTM/NRCCs?

Q11. Who is responsible for grading enlisted courses administered by the command?

Q12. If the command has no answer keys for an RTM/NRCC, how should the ESO obtain them?

ESOs at Naval Reserve Centers

Naval Reserve Center ESOs must pay particular attention to ensure that inactive reserves are awarded their appropriate retirement points for courses taken by the reserve members. The ESO who administers courses to naval reservists on inactive duty should always refer to

ANSWERS TO QUESTIONS Q6. THROUGH Q8.

A6. The basic categories of correspondence courses are NRCCs, OCCs, and OCC-ECCs.

A7. You should refer to NAVSUP Pub 2002 when ordering RTMs and NRCCs.

A8. The ESO should stock NRCCs and RTMs for each rate/rating on board, a sufficient number of military requirements for each paygrade, and courses for the apprenticeships on board.

BUPERSINST 1820.3G concerning retirement points for courses. For example, enlisted reserve personnel receive retirement point credit for all NAVEDTRA courses, while Naval Reserve officers and warrant officers receive retirement point credit for officer designated courses only (OCC and OCC-ECC).

Officer (OCC) and Officer-Enlisted (OCC-ECC) Correspondence Courses

The majority of the officer and officer-enlisted courses taken by personnel on active duty are administered and graded by the Naval Education and Training Program Develoment Center, Pensacola, Florida. Courses in this category include the following:

- RTM/OCC-ECC—The rate training manual and the officer-enlisted correspondence courses are bound under one cover and require one order.
- OCC—The officer correspondence courses are designed specifically for officers, although enlisted members may apply. They are based on a wide variety of publications, both government and commercial.
- OCC-ECC—The officer enlisted correspondence courses are designed for both officer and enlisted personnel and may be based upon a wide variety of publications, both government and commercial.
- OT—Officer text, which indicates the manual or text to be used for a specific OCC.
- OT/OCC—Officer text and officer correspondence course, consisting of a separate OT and OCC, packaged as a combined OT/OCC training package.
- OT/OCC-ECC—Officer text and officer-enlisted correspondence course
- MODULE/OCC-ECC—A single subject training manual and officer-enlisted nonresident career course.

Some OCC-ECCs and modules can be ordered from NPFC; they can be graded by the local command. Examples of such courses are the Navy Electricity and Electronics Training Series (NEETS) OCC-ECC modules and Naval Electronics, parts 1 & 2. There are other OCC-ECCs that can be ordered from NPFC. The *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061, contains specific ordering instructions for each course. You should consult this publication before you order any course.

Q13. The majority of OCCs and OCC-ECCs are administered by whom?

ADP Application Form

Officer and enlisted personnel enrolling in courses administered by NAVEDTRAPRODEVCEN must apply using the new ADP application form, Corrspondence Course Enrollment/Change Request, NAVEDTRA 1510/1 (6-84). See figure 4-4. These forms may be ordered from the Naval Education and Training Program Development Center, Pensacola, Florida 32559-5000. To order the forms, command letterhead paper should be used, and the request should be signed by the commanding officer or his designated representative. The NAVEDTRA 1510/1 forms are not stocked in the Naval Publication and Forms Center and cannot be ordered through the supply system.

The new NAVEDTRA 1510/1 is scanned by the computer and is a very sensitive form. ESOs should make sure that the applicants and the command follow the instructions on the form explicitly. The scanning machine will not accept mutilated or incorrectly filled out forms.

Grading of OCCs and OCC-ECCs

The new ADP answer sheet form, Correspondence Course Standard Answer Sheet, NAVEDTRA 1510/4 (8-84) (fig. 4-5), will be issued with OCCs and OCC-ECCs that are administered by NAVEDTRAPRODEVCEN. Reproduction of the ADP answer sheet is not acceptable. For proper computer processing, the student must use the NAVEDTRA 1510/4. Applicants should follow the marking instructions on the answer sheet, ensuring that blocks 1, 2, and 3 are filled in correctly. This information is necessary for the course to be properly processed and graded. As each assignment is completed, it should be mailed to NAVEDTRAPRODEVCEN, Pensacola, FL 32559-5000. The ADP answer sheets must be mailed in envelopes provided by the applicant's local ESO or by the applicant. More than one answer sheet may be enclosed in a single envelope. Regardless of how many sheets are submitted at a time, NAVEDTRAPRODEVCEN should receive at least one answer sheet per month. NAVEDTRAPRODEVCEN will grade the answer sheets and notify the students by letter of any incorrect answers. The passing score for officer (OCC) and officer-enlisted (OCC-ECC) courses is 3.4. Should a student get less than a passing score on any assignment, a blank ADP answer sheet will be enclosed with the letter listing the questions incorrectly answered. The student will be required to redo the assignment and resubmit a new completed answer sheet. The maximum score that can be given for a resubmitted OCC or OCC-ECC assignment is 3.4.

Q14. What form should be used by officer and enlisted personnel to order OCC and OCC-ECC courses?

COURSE ADMINISTERING ACTIVITIES

We have discussed the three basic categories of courses and the administering activities for them. There are additional activities that administer courses, and they are also listed in the NAVEDTRA 10061. Each administering activity is discussed briefly in the following paragraphs.

Naval Education and Training Program Development Center (NAVEDTRAPRODEVCEN), Pensacola, Florida

NAVEDTRAPRODEVCEN administers enlisted nonresident career courses with the applicable rate training manuals, officer correspondence courses, and other publications that are offered and published by the command. The manner in which NAVEDTRAPRODEVCEN courses are administered varies and depends on the type of courses and the duty status of the enrollee. Requests for enrollment are submitted to NAVEDTRAPRODEVCEN (code 324), Pensacola, FL 32509-5000. The new ADP

ANSWERS TO QUESTIONS Q9. THROUGH Q13.

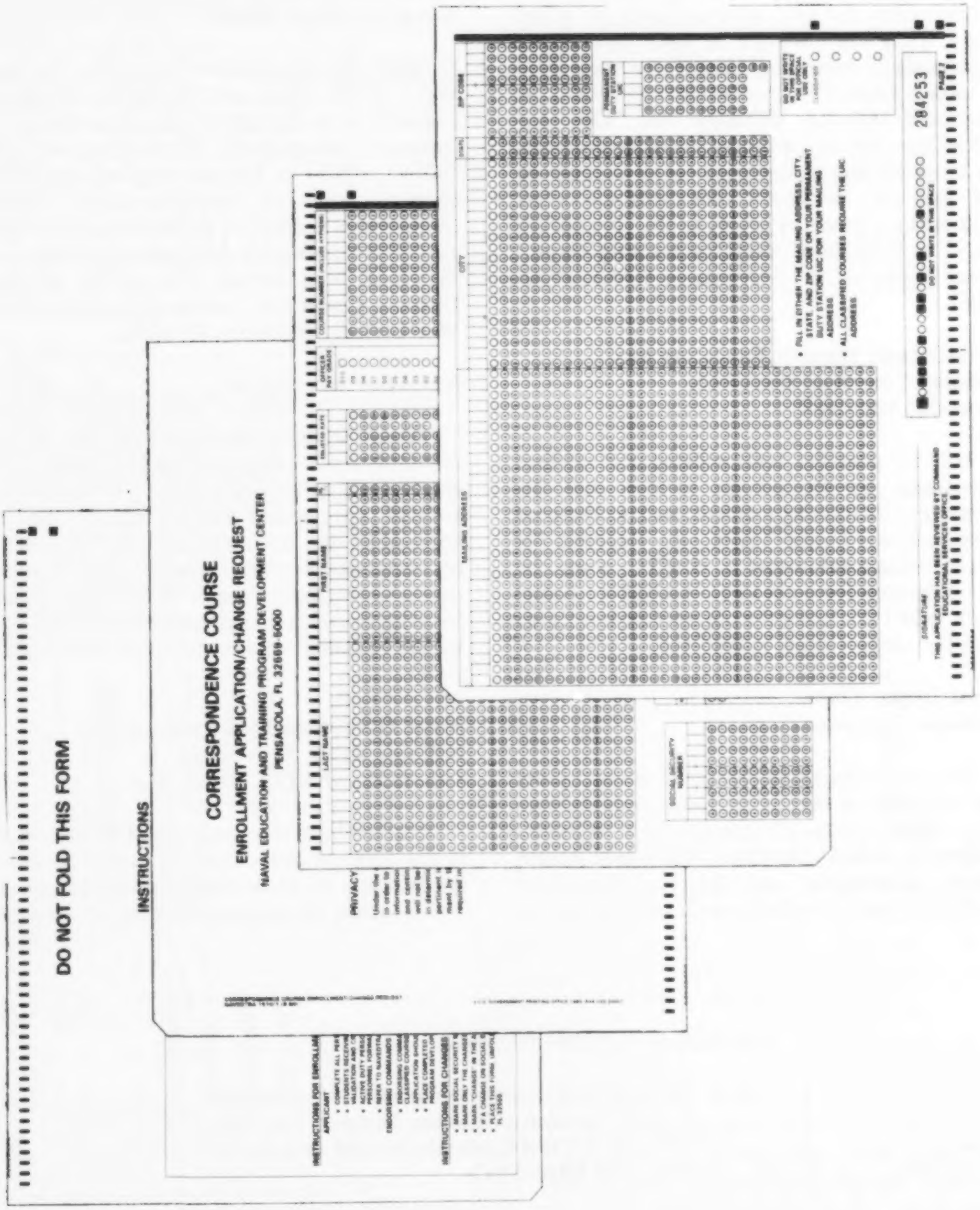
A9. Courses should be ordered through supply on DD Form 1348.

A10. When an enlisted member is taking a course, the member should complete and turn in at least one assignment per month.

A11. The courses administered by the command are graded by the command.

A12. Answer keys for RTMs and NRCCs must be requested from NAVEDTRAPRODEVCEN. They are not stocked at NFPC.

A13. Most OCCs and OCC-ECCs are administered by NAVEDTRAPRODEVCEN.



DO NOT FOLD THIS FORM
INSTRUCTIONS
SOCIAL SECURITY NUMBER
LAST NAME
FIRST NAME
MAILING ADDRESS
CITY
STATE
ZIP CODE
284253

CORRESPONDENCE COURSE

ENROLLMENT APPLICATION/CHANGE REQUEST

NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER
PENSACOLA, FL 32559-5000

299.32

Figure 4-4.—Sample of Correspondence Course Application Form.

form, Correspondence Course Enrollment/ Change Form, NAVEDTRA 1510/1 (6-84), should be used.

Naval Education and Training Command (CNET), Pensacola, Florida

CNET administers the on board training (OBT) programs that provide individualized training programs and packaged curricula for group study. They are designed to assist operational commands in training personnel in a wide range of subject areas. They are designed primarily for shipboard training, although the POIC and CPOIC courses are considered as on board training programs and are designed for all commands, not just for shipboard. Requests for OBT programs are made by letter, to the appropriate LANT or PAC naval education training support center. Refer to OBT programs in NAVEDTRA 10061.

Naval Health Sciences Education and Training Command (HSETC), Bethesda, Maryland

HSETC provides both enlisted and medical department correspondence courses and the applicable rate training manuals, such as Hospital Corpsman and Dental Technician. Requests for enrollment are submitted to HSETC, using the old application form NAVEDTRA 1550/1 (white card). HSETC is using the old application forms until the current stock is depleted.

Naval Dental School, Bethesda, Maryland

The Naval Dental School administers courses that are designed for the graduate dental officer only. These courses are not available to dental students or dental technicians. The Naval Dental School administers one course, Preventive Dentistry, that is available to all officers and to dental enlisted personnel. Requests for enrollment are submitted to the Director, Naval Dental School (code 411A), NDC, NMCNCR, Bethesda, MD 20814, using the old form NAVEDTRA 1550/1 (white card) form. NSC is using the old application forms until the current stock is depleted.

Naval War College, Newport, Rhode Island

Through nontraditional programs, the Naval War College administers courses for officer personnel who are not able to attend the Naval War College. This program allows the nonresident student officer to become involved in resident curricula through correspondence courses. Interested officers (O-3 and above) must request a detailed information guide and application from the Naval War College. The mailing address is Director, Center for Continuing Education, Naval War College, Newport, RI 02841.

Naval Security Group

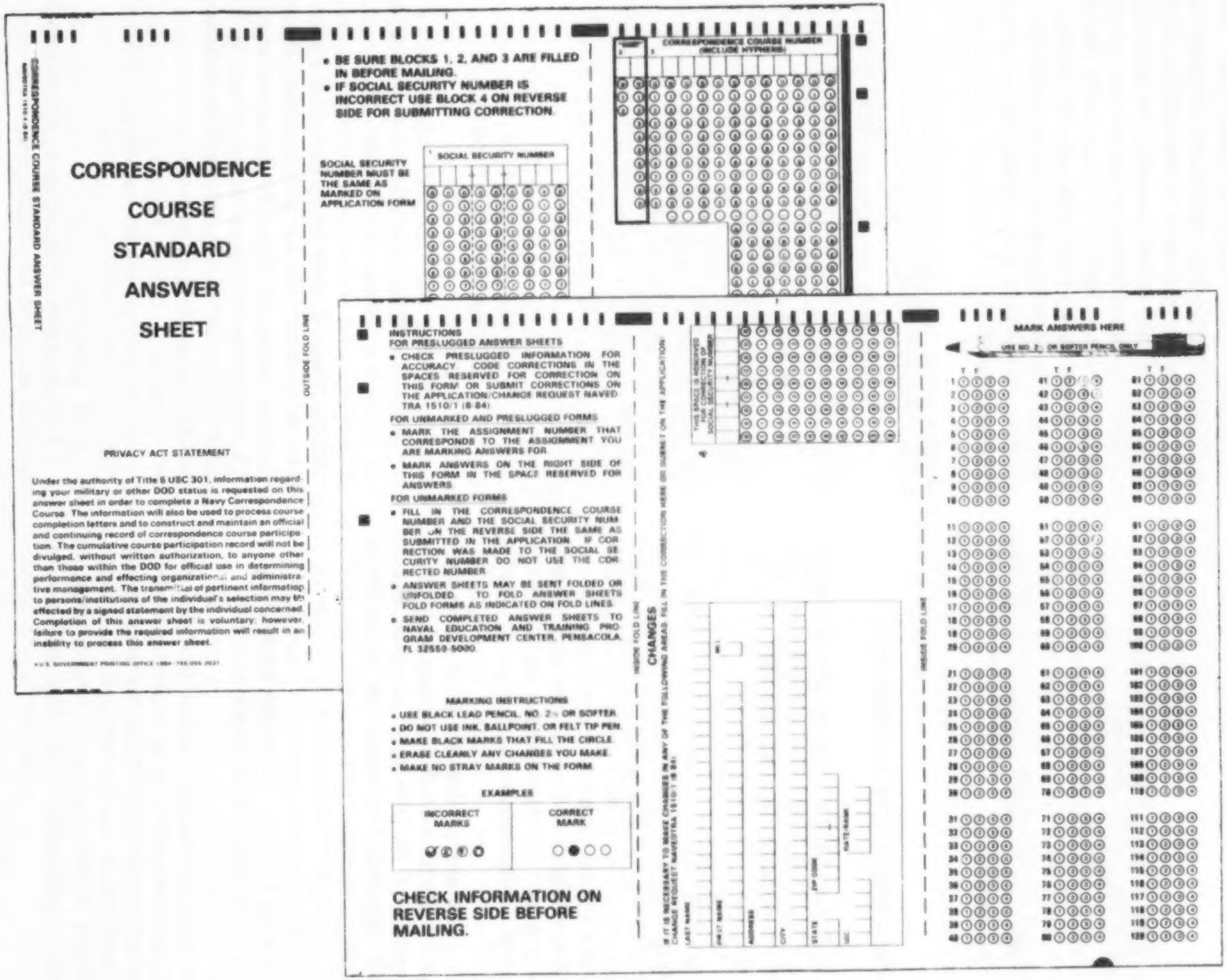
Naval Security Group nonresident training materials are developed by the Corry division of NAVEDTRAPRODEVCEN. It administers enlisted nonresident career courses with the applicable rate training manuals and officer correspondence courses that are directly related to the Cryptologic Technician rating and Naval Security Group training. Requests for enrollment should be submitted as indicated in NAVEDTRA 10061.

Naval Oceanography Command, National Space Technology Laboratory (NSTL), Mississippi

NSTL administers onboard training material in the form of individualized practical training publications to assist operational commanders with ongoing training of personnel in the area of

ANSWER TO QUESTION Q14.

A14. The new ADP application form, Correspondence Course Enrollment/Change Request, NAVEDTRA 1510/1 (6-84), should be used to order all OCC and OCC-ECCs.



CORRESPONDENCE COURSE STANDARD ANSWER SHEET
NAVEDTRA 1510/4 (6-84)

CORRESPONDENCE
COURSE
STANDARD
ANSWER
SHEET

PRIVACY ACT STATEMENT

Under the authority of Title 5 USC 301, information regarding your military or other DOD status is requested on this answer sheet in order to complete a Navy Correspondence Course. The information will also be used to process course completion letters and to construct and maintain an official and continuing record of correspondence course participation. The cumulative course participation record will not be divulged, without written authorization, to anyone other than those within the DOD for official use in determining performance and effecting organizational and administrative management. The transmittal of pertinent information to persons/institutions of the individual's selection may be effected by a signed statement by the individual concerned. Completion of this answer sheet is voluntary; however, failure to provide the required information will result in an inability to process this answer sheet.

☆U.S. GOVERNMENT PRINTING OFFICE 1984-746-056/2031

OUTSIDE FOLD LINE

- BE SURE BLOCKS 1, 2, AND 3 ARE FILLED IN BEFORE MAILING.
- IF SOCIAL SECURITY NUMBER IS INCORRECT USE BLOCK 4 ON REVERSE SIDE FOR SUBMITTING CORRECTION.

SOCIAL SECURITY NUMBER MUST BE THE SAME AS MARKED ON APPLICATION FORM

1 SOCIAL SECURITY NUMBER

2 ASSIGNMENT

3 CORRESPONDENCE COURSE NUMBER (INCLUDE HYPHENS)

INSTRUCTIONS
FOR PRESLUGGED ANSWER SHEETS

- CHECK PRESLUGGED INFORMATION FOR ACCURACY. CODE CORRECTIONS IN THE SPACES RESERVED FOR CORRECTION ON THIS FORM OR SUBMIT CORRECTIONS ON THE APPLICATION/CHANGE REQUEST NAVEDTRA 1510/1 (6-84)

FOR UNMARKED AND PRESLUGGED FORMS

- MARK THE ASSIGNMENT NUMBER THAT CORRESPONDS TO THE ASSIGNMENT YOU ARE MARKING ANSWERS FOR.
- MARK ANSWERS ON THE RIGHT SIDE OF THIS FORM IN THE SPACE RESERVED FOR ANSWERS.

FOR UNMARKED FORMS

- FILL IN THE CORRESPONDENCE COURSE NUMBER AND THE SOCIAL SECURITY NUMBER ON THE REVERSE SIDE THE SAME AS SUBMITTED IN THE APPLICATION. IF CORRECTION WAS MADE TO THE SOCIAL SECURITY NUMBER DO NOT USE THE CORRECTED NUMBER.
- ANSWER SHEETS MAY BE SENT FOLDED OR UNFOLDED. TO FOLD ANSWER SHEETS FOLD FORMS AS INDICATED ON FOLD LINES.
- SEND COMPLETED ANSWER SHEETS TO NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER, PENSACOLA, FL 32559-5000

MARKING INSTRUCTIONS

- USE BLACK LEAD PENCIL, NO. 2½ OR SOFTER.
- DO NOT USE INK, BALLPOINT, OR FELT TIP PEN.
- MAKE BLACK MARKS THAT FILL THE CIRCLE.
- ERASE CLEANLY ANY CHANGES YOU MAKE.
- MAKE NO STRAY MARKS ON THE FORM.

EXAMPLES

INCORRECT MARKS	CORRECT MARK
✓ ⓔ ⓣ ○	○ ● ○ ○

CHECK INFORMATION ON REVERSE SIDE BEFORE MAILING.

INSIDE FOLD LINE

CHANGES

IF IT IS NECESSARY TO MAKE CHANGES IN ANY OF THE FOLLOWING AREAS, FILL IN THE CORRECTION HERE OR SUBMIT ON THE APPLICATION.
CHANGE REQUEST NAVEDTRA 1510/1 (6-84)

LAST NAME
FIRST NAME
M.I.
ADDRESS
CITY
STATE
ZIP CODE
RATE/RANK
UIC

4 THIS SPACE IS RESERVED FOR CORRECTION OF SOCIAL SECURITY NUMBER

INSIDE FOLD LINE

MARK ANSWERS HERE

USE NO. 2½ OR SOFTER PENCIL ONLY

299.33

Figure 4-5.—Sample of Correspondence Course Answer Sheet.

meteorology and oceanography. These courses are designed and recommended for Aerographer's Mates, Geophysics Technicians, and Quartermasters. Requests for practical training publications are made by letter and submitted to the Commanding Officer, Naval Oceanography Command Facility, NSTL, MS 39529. Complete information on the various publications is contained in NAVEDTRA 10061.

Q15. What passing score is required on OCC and OCC-ECC courses?

Q16. What are the OBT programs designed to accomplish?

COURSES FROM OTHER SERVICES

In addition to the courses we have discussed, the NAVEDTRA 10061 also contains information about courses that are available to Navy personnel from the other services, such as Air Force, Marine Corps, Army, and Coast Guard. Although NAVEDTRA 10061 does not list the courses individually, it does provide you with the information on how to obtain a copy of the course catalogs and publications from the other services. The ESO should order catalogs and publications from each of the services and request to be put on the distribution list for new catalogs and publications and changes as they are issued.

These extension courses from the other services are provided under the sponsorship of the Department of Defense and are available to military personnel through an interservice agreement.

OCCUPATIONAL STANDARDS AND NAVAL STANDARDS

Both the occupational standards and the naval standards are described fully in section I of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068D. Do you know the difference between an occupational standard and a naval standard?

OCCUPATIONAL STANDARDS

Occupational standards specify the minimum task requirements for Navy personnel in the various enlisted ratings (OCCUPATIONS) in the Navy. They are based on general responsibility levels and form the basis for enlisted personnel training, advancement, and distribution of personnel. Routine tasks are placed at the lower paygrades; more difficult tasks and tasks requiring additional experience or involving supervision are placed at progressively higher paygrades. Occupational standards do not restrict or limit the utilization of personnel, nor do they set limitations as to what rating should perform any given duty. Personnel of any rating or rate may be called upon by proper authority to perform any task or duty, depending upon local circumstances.

NAVAL STANDARDS

Naval standards are skills and knowledges, in addition to those specified by occupational standards, that are essential to the overall effectiveness of enlisted personnel in the performance of their duty. Naval standards encompass military requirements, essential virtues of pride of service in support of the oath of enlistment, maintenance of good order and discipline, and basic skills and knowledges essential to the well-being of Navy personnel. All of these skills and knowledges directly contribute to the mission of the Navy.

BIBLIOGRAPHY FOR ADVANCEMENT (BIB)

The *Bibliography for Advancement Study*, NAVEDTRA 10052-AG, is the basic reference for all rates and ratings and is part of the total bibliography for the ratings. It provides a list of training manuals, references, and other publications in support of the occupational standards and the naval standards. The ESO should understand the significance and importance of the BIB. The NAVEDTRA 10052 also contains information on the following items of interest:

1. Manadatory course completion information
2. Study guides
3. Occupational standards and bibliography booklets and how to obtain them

4. Naval standards and bibliography for military leadership examinations and occupational standards and bibliography for AN, CN, FN, and SN examination booklets, and how to obtain them

MANDATORY PUBLICATIONS IN THE BIBLIOGRAPHY

Candidates should be made aware of the significance of the asterisks (*) that appear throughout the NAVEDTRA 10052. An asterisk beside a reference indicates that completion of the RTM is mandatory unless the candidate is specifically exempted. The mandatory publications are listed for the lowest rate to which they apply. Completion of these RTMs may be accomplished by either of the following methods:

1. Demonstrating knowledge of the material in the RTM by passing a locally prepared and administered test

2. Passing the course (NRCC) based on the RTM

Even though a candidate for advancement may have been exempted from completing a mandatory RTM for his or her last advancement, he or she may still be responsible for completing that mandatory RTM for the next higher rate unless otherwise exempted. For example, an RM3, who was automatically advanced after completing class A school, was not required to complete the RTM for RM 3 & 2 to be eligible for advancement to RM3. However, to be eligible for RM2, completion of the RM 3 & 2 RTM is required unless it is otherwise exempted. The *Manual of Advancement*, BUPERSINST 1430.16B, contains situations in which exemptions from RTM completion may exist.

Some mandatory RTMs are applicable to a single rate; others to two rates. Satisfactory completion of a single-rate course, based on either a single- or multiple-rate RTM, satisfies the RTM requirement for only one rate. For example, completion of the RTM and NRCC for QM3 satisfies the requirement only for QM3. In instances where NRCCs are written for two or more rates, completion of the NRCC satisfies the requirement for all rates listed. For example, completion of the RTM for BM 3 & 2 satisfies the requirement for both BM3 and BM2.

Q17. What occupational standards are naval personnel in any one rate responsible for?

Q18. How are courses whose completion is mandatory identified in NAVEDTRA 10052?

STUDY GUIDES

For new ratings and for those ratings in which considerable changes in occupational standards have occurred, study guides are prepared as an interim measure to list specific study references for the new occupational standards. In such cases, study guides are listed in the NAVEDTRA 10052 instead of RTMs and other publications for the rates affected until an appropriate bibliography has been established.

Q19. Under what condition would a candidate be exempt from completing a course identified with an asterisk?

OCCUPATIONAL STANDARDS AND BIBLIOGRAPHY BOOKLETS

Occupational standards and bibliography booklets (one for each rating) are convenient tools for personnel studying for advancement. They provide, in one easy-to-use booklet, the occupational standards and bibliography in support of the occupational standards for each individual rating. The occupational standards are reprinted from section I of the *Manual of Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068D. The bibliography is reprinted from the *Bibliography for Advancement Study*, NAVEDTRA 10052-AG.

These booklets are produced by the Naval Education and Training Program Development Center, Pensacola, Florida. They are revised and published each year. The booklets list the bibliography used in the development of the two series of examinations to be given during a calendar year. The numbers of the series of examinations to be administered are listed on the front of the booklets.

These booklets are important tools for advancement candidates to use in preparing for advancement; however, they are not automatically distributed to the command or the individual. Command action is required to get them.

Annually, NAVEDTRAPRODEVCEN mails the ordering instructions to each command (fig. 4-6) with an order blank. Normally, the letter is mailed in June or July of each year, and the order should be completed and returned to the Commanding Officer, Naval Education and Training Program Development Center, Pensacola, FL 32509-5000, by 1 July. The ESO should ensure that sufficient copies of these booklets are ordered to provide each potential examination candidate a copy. Once the booklets are received by the command, they should be delivered to the ESO for distribution. A booklet should be given to each candidate. The extra booklets should be filed for distribution to newly reporting personnel who have not received a copy of the booklet.

NAVAL STANDARDS AND BIBLIOGRAPHY FOR E-2 THROUGH E-9 AND OCCUPATIONAL STANDARDS AND BIBLIOGRAPHY FOR APPRENTICESHIPS AN, CN, DN, FN, HN, AND SN BOOKLETS

These booklets combine the information in the *Manual of Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068D, and the *Bibliography for Advancement Study*, NAVEDTRA 10052-AG. It is a two-part booklet; the first section provides the naval standards and bibliography in support of the naval standards for each paygrade, E-2 through E-9. This is the section that personnel studying for advancement should review when preparing for the E-4, E-5, E-6, and E-7 military leadership examination. The second section of the booklet contains the occupational standards and bibliography for apprenticeships AN, CN, DN, FN, HN, and SN. This section should be used by individuals who are preparing and studying for apprenticeship examinations.

Q20. How should you order bibliography booklets for your command?

STUDYING FOR ADVANCEMENT

In studying for advancement, personnel should become familiar with the naval standards and occupational standards for their rating up to and including the rate for which they are studying.

ANSWERS TO QUESTIONS Q15. THROUGH Q19.

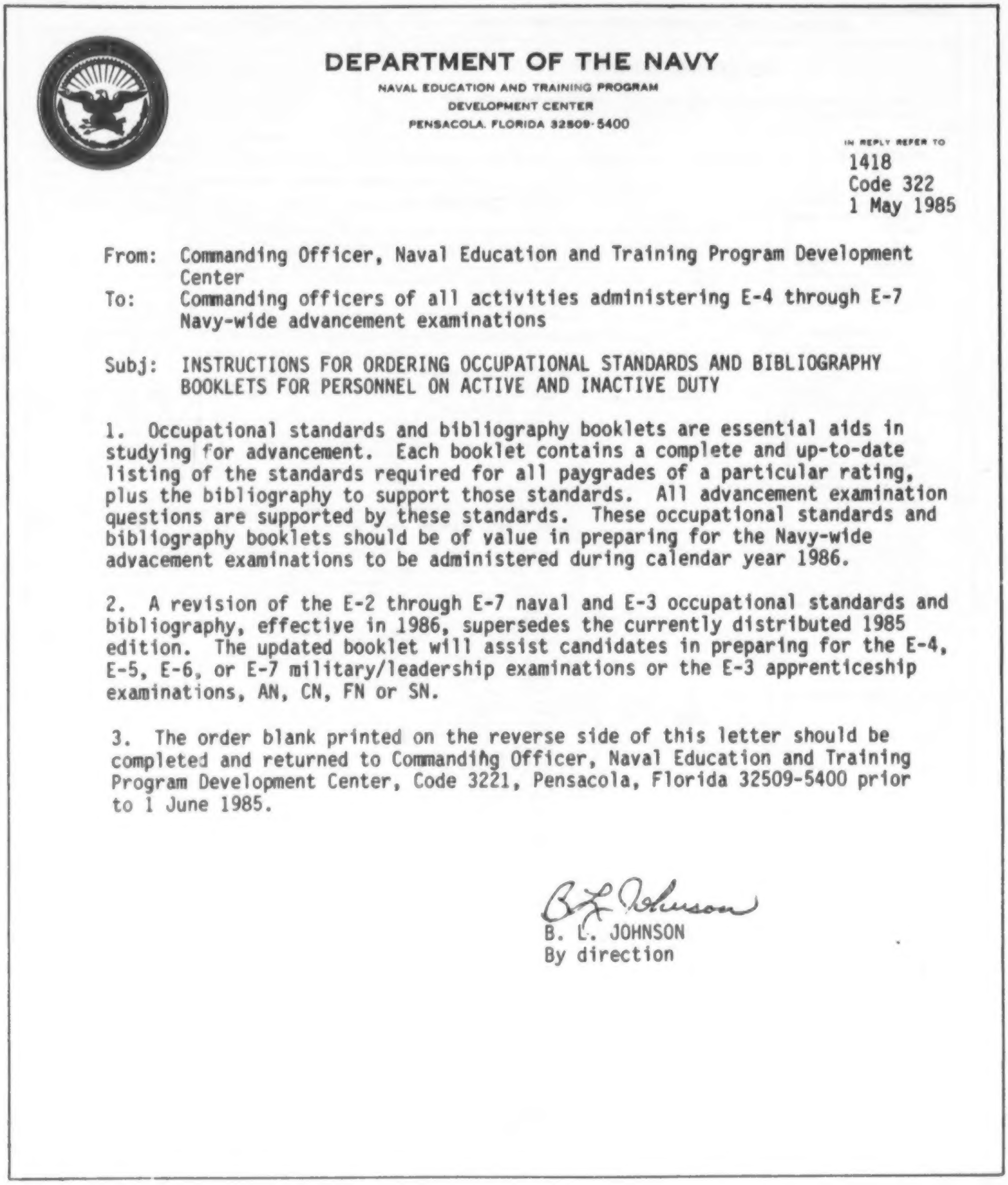
A15. In order to pass, a score of 3.4 is required on OCC and OCC-ECCs.

A16. The OBT programs are designed to assist the operational commands in training personnel in a wide range of subject areas.

A17. Personnel are responsible for the standards in their own rate and also for the standards of all lower rates.

A18. The mandatory courses listed in NAVEDTRA 10052 are indicated by an asterisk.

A19. Students who graduated from A school would not be required to complete a mandatory course for third class.



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509-5400

IN REPLY REFER TO
1418
Code 322
1 May 1985

From: Commanding Officer, Naval Education and Training Program Development Center
To: Commanding officers of all activities administering E-4 through E-7 Navy-wide advancement examinations

Subj: INSTRUCTIONS FOR ORDERING OCCUPATIONAL STANDARDS AND BIBLIOGRAPHY BOOKLETS FOR PERSONNEL ON ACTIVE AND INACTIVE DUTY

1. Occupational standards and bibliography booklets are essential aids in studying for advancement. Each booklet contains a complete and up-to-date listing of the standards required for all paygrades of a particular rating, plus the bibliography to support those standards. All advancement examination questions are supported by these standards. These occupational standards and bibliography booklets should be of value in preparing for the Navy-wide advacement examinations to be administered during calendar year 1986.

2. A revision of the E-2 through E-7 naval and E-3 occupational standards and bibliography, effective in 1986, supersedes the currently distributed 1985 edition. The updated booklet will assist candidates in preparing for the E-4, E-5, E-6, or E-7 military/leadership examinations or the E-3 apprenticeship examinations, AN, CN, FN or SN.

3. The order blank printed on the reverse side of this letter should be completed and returned to Commanding Officer, Naval Education and Training Program Development Center, Code 3221, Pensacola, Florida 32509-5400 prior to 1 June 1985.

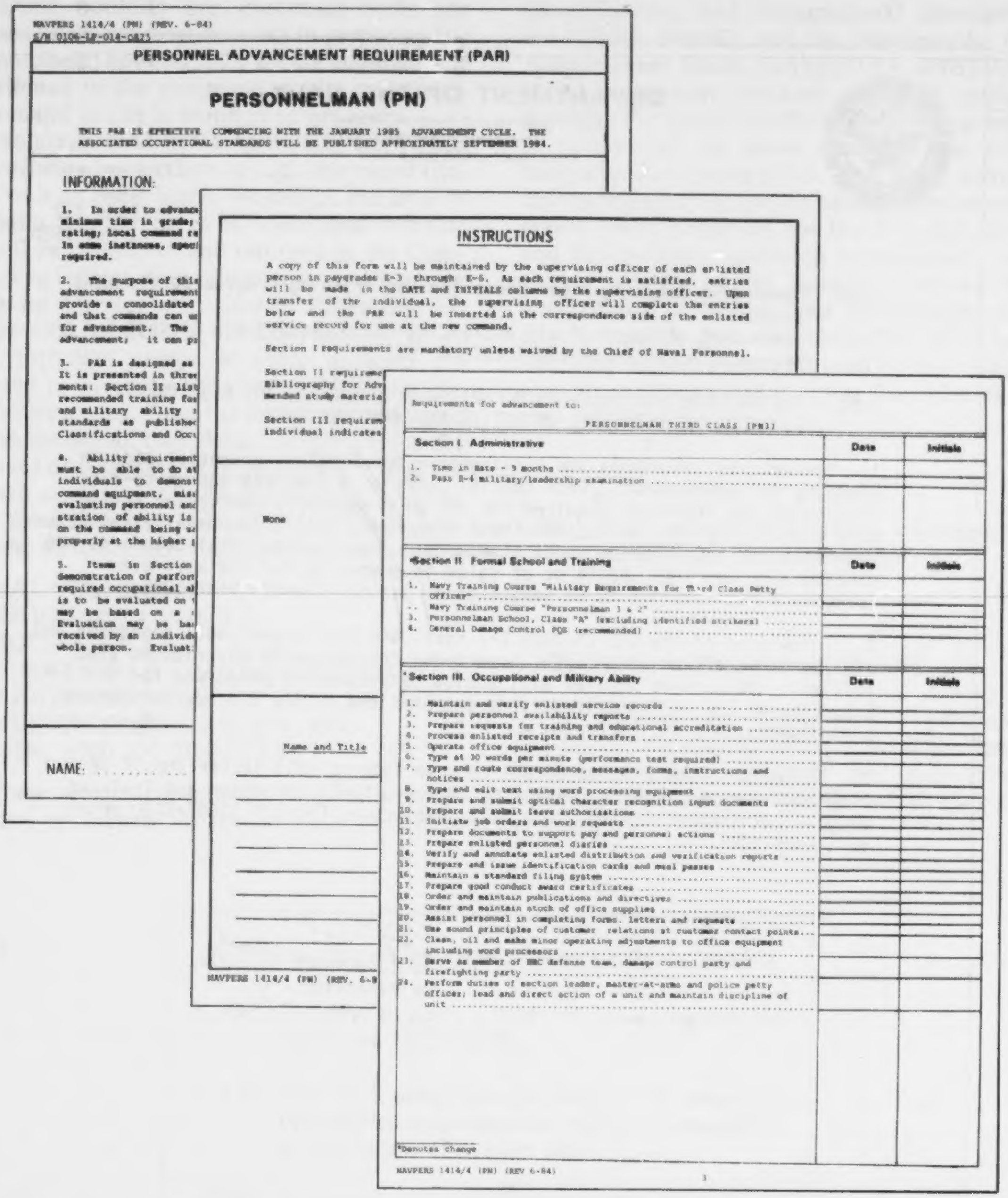
B L Johnson
B. L. JOHNSON
By direction

299.34

Figure 4-6.—Order instruction letter for bibliography booklets.

Being familiar with the latest BIB and using it will help candidates make sure they are studying the right material.

The naval and occupational standards are cumulative; that is, personnel are responsible for the standards in their rate and for all lower rates. When studying for advancement, this means that personnel should be familiar with the standards and bibliography for the next higher rate and those for all lower rates



NAVPERS 1414/4 (PN) (REV. 6-84)
S/N 0106-LF-014-0825

PERSONNEL ADVANCEMENT REQUIREMENT (PAR)

PERSONNELMAN (PN)

THIS PAR IS EFFECTIVE COMMENCING WITH THE JANUARY 1985 ADVANCEMENT CYCLE. THE ASSOCIATED OCCUPATIONAL STANDARDS WILL BE PUBLISHED APPROXIMATELY SEPTEMBER 1984.

INFORMATION:

1. In order to advanc
minimum time in grade;
rating; local command re
In some instances, speci
required.

2. The purpose of this
advancement requirement
provide a consolidated
and that commands can u
for advancement. The
advancement; it can pr

3. PAR is designed as
It is presented in three
ments: Section II list
recommended training for
and military ability
standards as publishec
Classifications and Occu

4. Ability requirement
must be able to do at
individuals to demonst
command equipment, mis
evaluating personnel anc
stration of ability is
on the command being s
properly at the higher

5. Items in Section
demonstration of perfor
required occupational al
is to be evaluated on
may be based on a
Evaluation may be ba
received by an individ
whole person. Evaluat

NAME: . . . .

INSTRUCTIONS

A copy of this form will be maintained by the supervising officer of each enlisted person in paygrades E-3 through E-6. As each requirement is satisfied, entries will be made in the DATE and INITIALS columns by the supervising officer. Upon transfer of the individual, the supervising officer will complete the entries below and the PAR will be inserted in the correspondence side of the enlisted service record for use at the new command.

Section I requirements are mandatory unless waived by the Chief of Naval Personnel.

Section II requireme
Bibliography for Adv
mended study materia

Section III requirem
individual indicates

None

Name and Title

NAVPERS 1414/4 (PN) (REV. 6-8

Requirements for advancement to:

PERSONNELMAN THIRD CLASS (PN3)

Section I. Administrative	Date	Initials
1. Time in Rate - 9 months		
2. Pass E-4 military/leadership examination		

*Section II. Formal School and Training	Date	Initials
1. Navy Training Course "Military Requirements for Third Class Petty Officer"		
.. Navy Training Course "Personnelman 3 & 2"		
3. Personnelman School, Class "A" (excluding identified strikers)		
4. General Damage Control PQS (recommended)		

*Section III. Occupational and Military Ability	Date	Initials
1. Maintain and verify enlisted service records		
2. Prepare personnel availability reports		
3. Prepare requests for training and educational accreditation		
4. Process enlisted receipts and transfers		
5. Operate office equipment		
6. Type at 30 words per minute (performance test required)		
7. Type and route correspondence, messages, forms, instructions and notices		
8. Type and edit text using word processing equipment		
9. Prepare and submit optical character recognition input documents		
10. Prepare and submit leave authorizations		
11. Initiate job orders and work requests		
12. Prepare documents to support pay and personnel actions		
13. Prepare enlisted personnel diaries		
14. Verify and annotate enlisted distribution and verification reports		
15. Prepare and issue identification cards and meal passes		
16. Maintain a standard filing system		
17. Prepare good conduct award certificates		
18. Order and maintain publications and directives		
19. Order and maintain stock of office supplies		
20. Assist personnel in completing forms, letters and requests		
21. Use sound principles of customer relations at customer contact points...		
22. Clean, oil and make minor operating adjustments to office equipment including word processors		
23. Serve as member of NBC defense team, damage control party and firefighting party		
24. Perform duties of section leader, master-at-arms and police petty officer; lead and direct action of a unit and maintain discipline of unit		

*Denotes change

NAVPERS 1414/4 (PN) (REV 6-84)

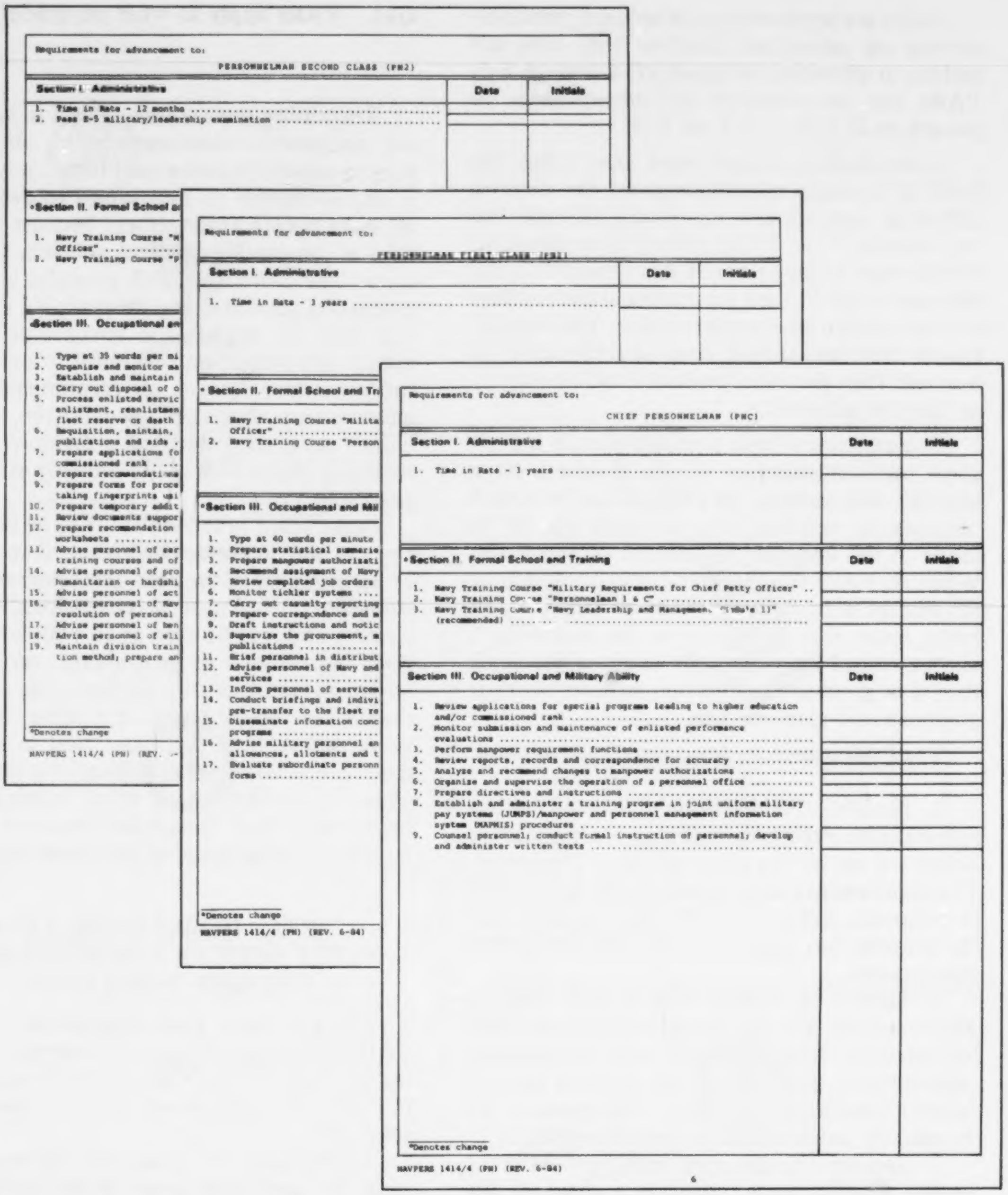
3

299.35

Figure 4-7.—Sample of Personnel Advancement Requirement form for PN rating.

ANSWER TO QUESTION Q20.

A20. NAVEDTRAPRODEVCEN sends each command an order blank each year. This order blank should be completed and returned by the date required.



Requirements for advancement to:

PERSONNELMAN SECOND CLASS (PN2)

Section I. Administrative	Date	Initials
1. Time in Rate - 12 months		
2. Pass E-5 military/leadership examination		

*Section II. Formal School a

1. Navy Training Course "M
   Officer" ....
2. Navy Training Course "P

*Section III. Occupational an

1. Type at 35 words per mi
2. Organize and monitor ma
3. Establish and maintain
4. Carry out disposal of o
5. Process enlisted servic
   enlistment, reenlistmen
   fleet reserve or death
6. Requisition, maintain,
   publications and aids .
7. Prepare applications fo
   commissioned rank . ...
8. Prepare recommendations
9. Prepare forms for proce
   taking fingerprints usi
10. Prepare temporary addit
11. Review documents suppor
12. Prepare recommendation
    worksheets ....
13. Advise personnel of ser
    training courses and of
14. Advise personnel of pro
    humanitarian or hardshi
15. Advise personnel of act
16. Advise personnel of Nav
    resolution of personal
17. Advise personnel of ben
18. Advise personnel of eli
19. Maintain division train
    tion method; prepare an

*Denotes change

NAVPERS 1414/4 (PN) (REV. -

Requirements for advancement to:

PERSONNELMAN FIRST CLASS (PN1)

Section I. Administrative	Date	Initials
1. Time in Rate - 3 years		

* Section II. Formal School and Tr

1. Navy Training Course "Milita
   Officer" ....
2. Navy Training Course "Person

*Section III. Occupational and Mil

1. Type at 40 words per minute
2. Prepare statistical summarie
3. Prepare manpower authorizati
4. Recommend assignment of Navy
5. Review completed job orders
6. Monitor tickler systems ....
7. Carry out casualty reporting
8. Prepare correspondence and m
9. Draft instructions and notic
10. Supervise the procurement, m
    publications ....
11. Brief personnel in distribut
12. Advise personnel of Navy and
    services ....
13. Inform personnel of servicem
14. Conduct briefings and indivi
    pre-transfer to the fleet re
15. Disseminate information conc
    programs ....
16. Advise military personnel an
    allowances, allotments and t
17. Evaluate subordinate personn
    forms ....

*Denotes change

NAVPERS 1414/4 (PN) (REV. 6-84)

Requirements for advancement to:

CHIEF PERSONNELMAN (PNC)

Section I. Administrative	Date	Initials
1. Time in Rate - 3 years		

*Section II. Formal School and Training	Date	Initials
1. Navy Training Course "Military Requirements for Chief Petty Officer" ..		
2. Navy Training Course "Personnelman 1 & C"		
3. Navy Training Course "Navy Leadership and Management (Module 1)" (recommended)		

Section III. Occupational and Military Ability	Date	Initials
1. Review applications for special programs leading to higher education and/or commissioned rank		
2. Monitor submission and maintenance of enlisted performance evaluations		
3. Perform manpower requirement functions		
4. Review reports, records and correspondence for accuracy		
5. Analyze and recommend changes to manpower authorizations		
6. Organize and supervise the operation of a personnel office		
7. Prepare directives and instructions		
8. Establish and administer a training program in joint uniform military pay systems (JUMPS)/manpower and personnel management information system (MAPMIS) procedures		
9. Counsel personnel; conduct formal instruction of personnel; develop and administer written tests		

*Denotes change

NAVPERS 1414/4 (PN) (REV. 6-84)

6

299.35

Figure 4-7.—Sample of Personnel Advancement Requirement form for PN rating—Continued.

in their paths of advancement. For example, a person studying for PO2 should study the standards and supporting bibliography for PO2 and PO3. A person studying for PO1 should study the standards and bibliography for PO1 plus those for PO2 and PO3, and so forth.

PERSONNEL ADVANCEMENT REQUIREMENT (PAR)

The *Personnel Advancement Requirement (PAR)*, NAVPERS 1414/4, is a checklist of the various minimum requirements for advancement. See figure 4-7.

PARs are applicable to all enlisted personnel serving on active and inactive duty who are seeking to advance to paygrades E-4 through E-7. PARs are not required for advancement to paygrades E-2, E-3, E-8, or E-9.

Commanding officers must ensure that the PAR is carefully administered by the division officer or appropriate supervising official. The importance of the PARs cannot be emphasized too strongly as they provide the opportunity for members to prove their occupational and military abilities at each level of their rating. The completion of the PARs should never be perfunctory or hurried. They are noncompetitive and no relative or mark is assigned.

Supervising officials should maintain a PAR sheet on each member of the division. As a member demonstrates the ability to perform each requirement satisfactorily, an entry should be made in the appropriate column of the PAR. When all PARs for the next higher paygrade or for change in rating are entered on the PAR, an entry must also be made in the individual's service record on page 4. A copy of the PAR should be given to each enlisted member for their guidance and personal use.

The PAR is broken down into three sections:

1. Section I, Administrative, lists the various administrative requirements that are mandatory unless waived by the Chief of Naval Personnel. The requirements include length of service, time in paygrade, and a checkoff entry to show that the member has passed the military/leadership examination.
2. Section II, Formal School and Training Requirements, lists the formal schools a member has attended, has a checkoff entry for military requirements, and lists the rate training manual courses completed. Section II requirements are mandatory unless noted as recommended.
3. Section III, Occuptational and Military Ability Requirements, contains a checkoff list of task statements. Each individual must demonstrate the ability to perform the task or complete an alternate local examination. These tasks are based on the current occupational standards as published in section I of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068D. Section III requirements need not be demonstrated if overall job evaluation of the individual indicates the ability to perform the task(s).

Q21. PARs apply to what paygrade?

The ability requirements listed in section III are designed to demonstrate the ability of a person to peform at the next higher paygrade. It is impossible for all individuals to demonstrate all skills before advancement because of limitations in command equipment, mission, and operations. Therefore, the PAR provides a basis for evaluating personnel and determining whether or not they are eligible for advancement. While actual demonstration of ability to perform the tasks is not mandatory, the recommendation for advancement must be based on the command being satisfied that the individual has the necessary ability to perform properly at the higher paygrade.

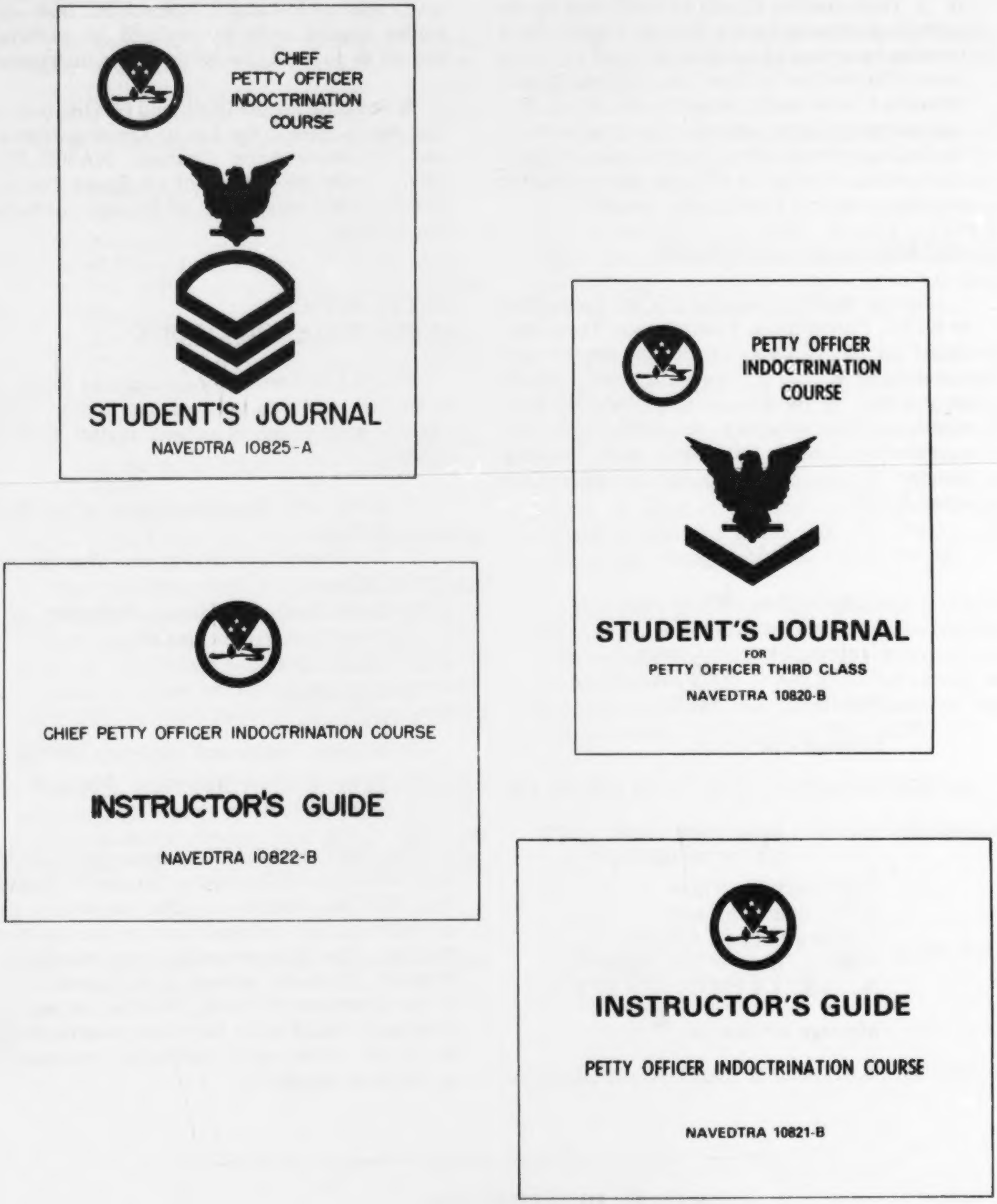
Items listed in section II are to be interpreted broadly and do not demand actual demonstration of performance of the item. Each item is a general statement of the required occupational ability for a rating and is to be used as an evaluation guide. Each individual is to be evaluated on his or her ability to satisfactorily perform the task. This evaluation may be based on a demonstration of performance, but demonstration is not mandatory. Evaluation may be based on observation of ability in related areas or on training received by the individual. Evaluation should be based on an overall assessment of the whole person.

PETTY OFFICER AND CHIEF PETTY OFFICER INDOCTRINATION COURSES (POIC) (CPOIC)

Did you know that completion of the new Petty Officer Indoctrination Course (POIC) and the new Chief Petty Officer Indoctrination Course (CPOIC) are *mandatory* for new E-4 and E-7 selectees?

In addition to the mandatory publications that must be completed prior to the advancement examination, (those that appear with an asterisk in the *Bibliography for Advancement Study*, NAVEDTRA 10052-AG) the POIC and CPOIC must be completed by both E-4 and E-7 selectees. E-4 and E-7 selectees may not be frocked until they have completed the appropriate petty officer or chief petty officer indoctrination course.

While the course is not a prerequisite for advancement, the appropriate course must be completed as soon as possible after advancement (fig 4-8). The POIC and CPOIC were developed



CHIEF
PETTY OFFICER
INDOCTRINATION
COURSE

STUDENT'S JOURNAL

NAVEDTRA 10825-A

CHIEF PETTY OFFICER INDOCTRINATION COURSE

INSTRUCTOR'S GUIDE

NAVEDTRA 10822-B

PETTY OFFICER
INDOCTRINATION
COURSE

STUDENT'S JOURNAL
FOR
PETTY OFFICER THIRD CLASS

NAVEDTRA 10820-B

INSTRUCTOR'S GUIDE

PETTY OFFICER INDOCTRINATION COURSE

NAVEDTRA 10821-B

299.36

Figure 4-8.—POIC and CPOIC Students Journal and Instructor's Guide.

to ease the transition of enlisted personnel as they assume the responsibilities of new and unique roles. These courses should be conducted by the individual command when feasible. Consolidated training by several commands is considered to be more effective for the Chief Petty Officer Indoctrination Course and is recommended if possible. It is intended that the organizational coordinator for both courses be the command master chief. If possible, chief petty officers with instructor experience should conduct the courses.

ORDERING INSTRUCTIONS

Neither the POIC nor the CPOIC are stocked at NPFC, Philadelphia, Pennsylvania. The educational services office can order the courses and materials by letter or message. The courses should be ordered by the course title, NAVEDTRA number, and quantity required from the appropriate Naval Education and Training Support Center. Addresses for the centers are listed below.

PACIFIC

Commanding Officer
Naval Education and
Training Support Center,
Pacific, Code N53, Bldg 110
San Diego, CA 92132

Message address is:

NAVEDTRASUPCEN PAC SAN DIEGO CA

ATLANTIC

Commanding Officer
Naval Education and
Training Support Center,
Atlantic, Bldg W-313, NAS
Norfolk, VA 23511

Message address is:

NAVEDTRASUPCEN LANT NORFOLK VA

You should order only the quantity of student journals necessary to meet the needs for training newly selected E-4 and E-7 personnel. Instructor guides should only be ordered in sufficient quantities to meet the needs of the instructors.

When ordering the POIC and CPOIC courses, you should refer to the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061, under the heading of On Board Training (OBT) Programs, for additional ordering instructions.

PETTY OFFICER INDOCTRINATION COURSE

This is a 22-hour on board training course. It is divided into nine units of instruction, which cover a wide range of subject matter areas as follows:

1. Roles and Responsibilities of a Petty Officer
2. Developing Leadership and Management Skills
3. Basic Needs and Human Behavior
4. Communicating with Others
5. Standards in the Navy
6. Counselling
7. Discipline
8. Military Justice and the Petty Officer
9. Navy Human Resource Management Support System

The POIC consists of an Instructor's Guide (NAVEDTRA 10821) and a Student's Journal (NAVEDTRA 10820). A video cassette is also available as an optional item to the training package. The video cassette is not mandatory; however, it is useful because it supplements units of the Instructor's Guide. Whether or not the command should order the video cassette should be based upon each individual command's audiovisual capability.

ANSWER TO QUESTION Q21.

A21. Completion of PARs is required for candidates for advancement in paygrades E-4 through E-7.

CHIEF PETTY OFFICER INDOCTRINATION COURSE

This course is a 22-hour on board training course, consisting of an Instructor's Guide (NAVEDTRA 10822) and a Student's Journal (NAVEDTRA 10825). The CPOIC is divided into the following 11 subject matter areas:

1. Pride and Professionalism
2. Communication Skills Overview
3. Authority and Responsibility
4. Military Justice System and the CPO
5. The CPO as a Leader and Middle Manager
6. Performance Counselling and Evaluation
7. CPO Uniform History, Regulations, and Requirements
8. Quarters and Messes
9. Navy Program (for example, substance abuse, equal opportunity, sexual harassment)
10. Career Incentives
11. CPO Image and Fraternal Relationship

The Chief Petty Officer Indoctrination Course is designed to prepare newly selected chief petty officers for the transition from petty officer first class to chief petty officer. The course is designed to answer as many questions as possible regarding this major milestone in a Navy person's career.

NOTE: The CPOIC is reviewed and updated annually, if required, to make sure that the subject matter is current. You should order new course material for each CPO advancement cycle.

Q22. POICs and CPOICs can be obtained from what source?

PERSONNEL QUALIFICATIONS STANDARDS (PQS)

Most everyone is familiar with the personnel qualification standards, better known to most of us as PQS.

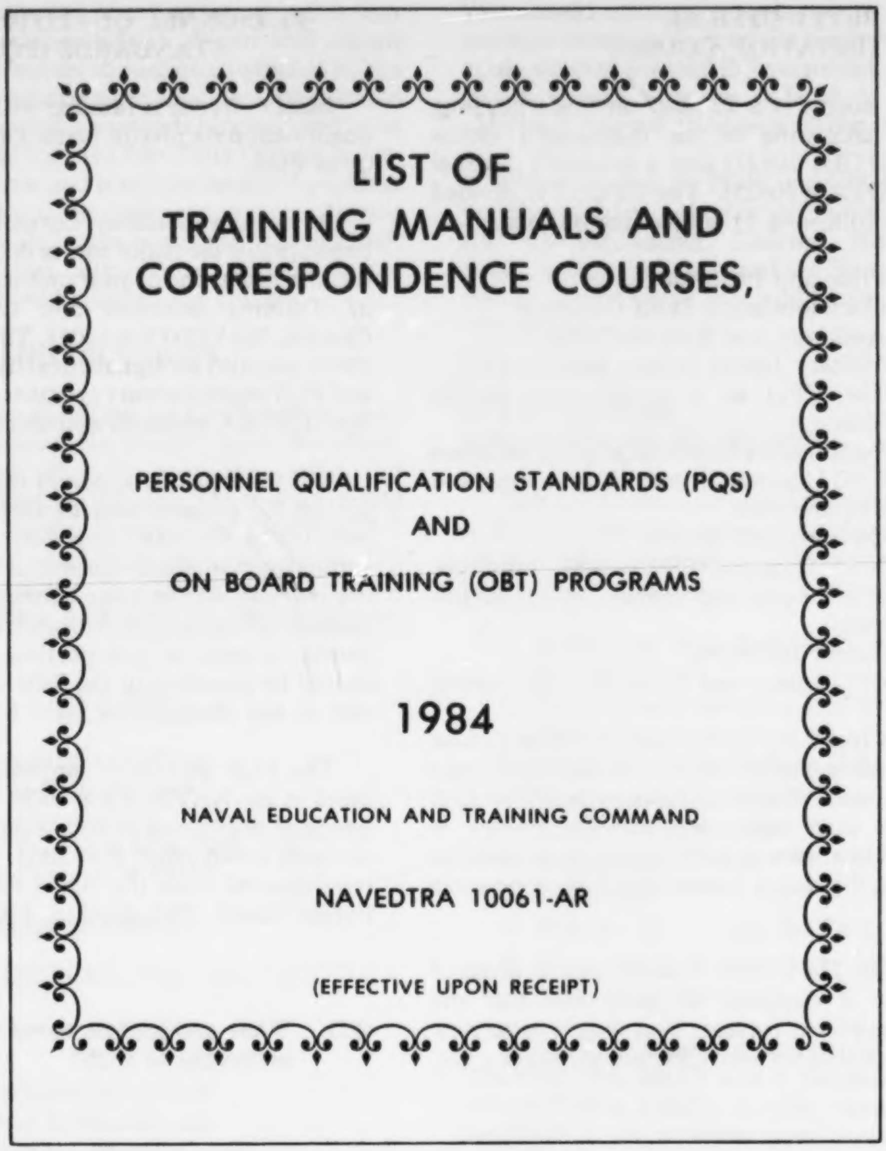
As the educational services officer, you should be aware that the major source document for PQS is contained in one of your own manuals, the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061. The NAVEDTRA 10061 contains an alphabetical listing of all PQS and PQS supplementary products, as well as their NAVEDTRA numbers and stock numbers.

It is immediately apparent that the ESO will not be the primary user of this section of the NAVEDTDRA 10061 (fig 4-9). The individual within the command who will use this section of the manual will be your command PQS coordinator. If command reproduction capabilities permit, a copy of this portion of the manual should be provided to the PQS coordinator, as well as any changes that have been issued.

The PQS and PQS supplemental products listed in the NAVEDTRA 10061 can be requisitioned as cog I items by following the procedures set forth in NAVSUP Pub 2002. They should be requisitioned from the Naval Publications and Forms Center, Philadelphia, PA 19120.

Q23. What publication contains information pertaining to PQS?

For more detailed information about PQS, refer to OPNAVINST 3500.34C.



LIST OF
TRAINING MANUALS AND
CORRESPONDENCE COURSES,

PERSONNEL QUALIFICATION STANDARDS (PQS)
AND
ON BOARD TRAINING (OBT) PROGRAMS

1984

NAVAL EDUCATION AND TRAINING COMMAND

NAVEDTRA 10061-AR

(EFFECTIVE UPON RECEIPT)

299.37

Figure 4-9.—Manual for PQS information.

ANSWERS TO QUESTIONS Q22. AND Q23.

A22. POICs and CPOICs should be ordered from the appropriate NETSC.

A23. Information relative to PQS can be found in NAVEDTRA 10061.

LESSON 5

NAVY ENLISTED ADVANCEMENT SYSTEM

LEARNING OBJECTIVES

Thorough study of this lesson will enable you to accomplish the following objectives.

1. Establish the development of the Navy Enlisted Advancement System and determine how it differs from other services.
2. Determine the purpose and objectives of the Navy advancement system.
3. Determine the different methods of advancement and establish procedures for each method.
4. Establish the responsibilities of the educational services officer (ESO) in regard to the advancement system.
5. Determine the role of selection boards in the advancement system.
6. Establish the significance of frocking.

OVERVIEW OF THE NAVY ENLISTED ADVANCEMENT SYSTEM

Before 1949, local commands were responsible for preparing, administering, and scoring examinations for personnel assigned to their respective units. This system of examining had many disadvantages. To eliminate the undesirable features of this system, the Bureau of Naval Personnel established the Naval Examining Center as the control facility for development of service-wide competitive examinations within the Navy. The Naval Examining Center was established on May 26, 1949, at Norfolk, Virginia. The center was moved to Great Lakes, Illinois, in May, 1951.

The immediate goal of the center was to standardize all examinations for enlisted personnel to afford them equal opportunities to compete for advancement with all others in their respective ratings and rates. For example, a PN2 serving with the U.S. Seventh Fleet in the Far East would take the PN1 advancement examination on the same day that a PN2 serving with the U.S. Sixth Fleet in the Mediterranean would take the PN1 advancement examination. Standardization has been achieved in great measure and is being enhanced by each succeeding series of examinations.

Early in 1974, the Naval Examining Center was moved to Pensacola, Florida. The Training Publication Detachment, Washington, D.C.; the Training Publication Center, Memphis, Tennessee; and the Correspondence Course Center, Scotia, New York, were also moved to Pensacola, Florida. The four activities were placed under one command and the Naval Education and Training Program Development Center (NETPDC) was established. With the establishment of NETPDC, development of the training manuals, correspondence courses, officer texts and courses, and Navy-wide examinations are all developed by one command.

The Navy Enlisted Advancement System is the most formalized system of all the services and differs considerably from the other services. Unlike the other services, the majority of advancement opportunities in the Navy are based upon each individual successfully participating in a Navy-wide competitive examination. There are some advancement opportunities through which individuals can be advanced without taking an advancement examination. These opportunities include advancement to paygrades E-2/3, E-8/9, and other special programs.

ADVANCEMENT IN THE NAVY

Advancement is a significant milestone in a Navy member's career. With each advancement, the member encounters another important change in duties. Responsibilities increase with each new paygrade.

Advancement is one of the most rewarding accomplishments in an individuals naval career and one that has a great impact on morale. Each succeeding advancement is a step toward the ultimate goal of the individual. Many rewards of Navy life are earned through the advancement system. Some of these rewards are readily apparent—the individual gets more pay, job assignments become more interesting and more challenging, and members are regarded with greater respect by officers and other enlisted personnel.

The Navy member is not the sole benefactor of advancement—the Navy also profits by gaining more competent and better trained members. Highly trained personnel are essential to the mission of the Navy. Each time an individual is advanced, the value of the individual to the Navy increases. The trained individual becomes more valuable as a specialist in the rating, and in addition, becomes more valuable as a person who can train others.

Advancement responsibilities are two-fold. Each individual must ensure that his/her requirements are completed accurately and on time, and the command must ensure that only those personnel who are eligible in all respects are recommended for advancement. The commanding officer has the ultimate responsibility for official recommendations for advancement; however, ESOs and Navy personnel working in the education and training field can be a positive force by guiding personnel in the attainment of their goals.

OBJECTIVE OF THE NAVY ENLISTED ADVANCEMENT SYSTEM

The objective of the enlisted advancement system is to furnish the qualified petty officers the Navy needs to man its ships and stations. Advancements provide the opportunity for the orderly advancement of qualified enlisted personnel to higher levels of responsibility throughout their naval career.

An individual cannot participate in a Navy-wide competitive examination, appear before any selection board, or be advanced without the recommendation of the commanding officer. The comment has been made many times, "Let's recommend him, he will never pass the examination anyway," or "Let's recommend her, the selection board wouldn't be dumb enough to select her anyway." Obviously this situation poses a problem for the advancement system. An unqualified person should NOT BE RECOMMENDED FOR ADVANCEMENT! RECOMMENDING AND PROMOTING THE BEST QUALIFIED INDIVIDUALS should be the goal of every responsible leader.

Q1. Who has the ultimate responsibility for making official recommendations for the advancement of Navy members?

Q2. What is the goal of the Navy Enlisted Advancement System?

THE NAVY ENLISTED ADVANCEMENT SYSTEM

The Navy Enlisted Advancement System is governed by the *Manual of Advancement*, BUPERSINST 1430.16B. In addition to this basic reference, BUPERSNOTE 1418 is issued before each examination cycle. This note announces the schedule of the examinations and provides other pertinent information. It is normally issued as follows:

1. Notice for January CPO examinations should be received by November of the preceding year.
2. Notice for March examinations should be received by December of the preceding year.
3. Notice for September examinations should be received by July.
4. Notice for November competition for master and senior chief petty officer should be received by August. Although there is no

examination for senior and master chief, there are certain requirements the command must meet.

The *Manual of Advancement* and BUPERSNOTE 1418 should be reviewed extensively to ensure your command is following the proper procedures for each cycle.

The normal system of advancement may be easier to understand if it is divided into two parts.

1. The requirements that must be met for a candidate to be qualified; that is, be considered for advancement.
2. The factors that actually determine whether or not the candidate will be advanced.

REQUIREMENTS NECESSARY FOR QUALIFICATION

To be qualified for advancement, a member must meet the following requirements:

- Complete the *Personnel Advancement Requirements* (PAR), (NAVPERS 1414/4) for the next higher rate.

- Complete a performance test, if one is required for the rating. These performance tests are listed in appendix A of the current edition of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068D, section I.

- Complete the applicable military requirements course and the applicable rate training manual/NRCC for the rating. The RTM/NRCC is listed in the *Bibliography for Advancement Study*, NAVEDTRA 10052.

- Candidates for E-4 through E-7 must pass the appropriate Mil/Lead exam.

- Complete a service school, if one is required for the rating.

- Be in the proper path of advancement, from recruit to E-9, as designated in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*.

- Meet the citizenship and security clearance requirements for the rate or rating.

- Meet any special physical requirements for the rating.

- Fulfill the service requirements for time in rate (TIR).

- Have minimum performance marks. E-4 through E-6 candidates must have PMA of at least 3.0 for the computation period. There are no minimum requirements for E-7, E-8, and E-9 candidates.

- Not be involved in circumstances which render the individual ineligible for advancement (for example, a member who is in a disciplinary status).

- Be recommended by the commanding officer.

- Pass an examination on the professional requirements for the higher rate based on requirements established in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068D, section I.

Q3. The Navy advancement system is governed by what primary reference source?

FACTORS THAT DETERMINE ADVANCEMENT

Advancement is not automatic. A member becomes eligible for advancement by meeting all of the requirements, but this does not guarantee that the member will be advanced. Certain factors are used to determine which members, out of all of those QUALIFIED, will actually be advanced in rate. Some of these factors are the score made on the advancement examination, the length of time in service, the performance marks earned, and the number of vacancies being filled in a given rate.

If the number of vacancies in a given rate exceeds the number of advancement candidates, then ALL of those who pass the examination will be advanced. More often, the number of qualified people exceeds the vacancies. When this happens, the Navy uses a procedure based on three personnel evaluation systems to advance those who are BEST qualified.

1. Merit rating system (annual evaluation and commanding officer's recommendation)

2. Personnel testing system (advancement examination score—with some credit for passing previous advancement exams)

3. Longevity (seniority) system (time in rate and time in service)

Credit is given for an individual's achievements in the areas of performance, knowledge, and seniority. A composite, known as the final multiple score, is generated from these three factors. All of the qualified candidates from a given examination are placed on one list. The best qualified person is listed first and so on down to the least qualified person. Beginning at the top of the list, advancement authorizations are then issued for the number of E-4, E-5, and E-6 candidates needed to fill the existing vacancies.

Who, then, are the individuals who are advanced? Basically, they are the ones who have achieved the most in preparing for advancement. They were not content to just qualify; they went the extra mile in their training. Through their extra effort in training and work experience, they developed greater skills, learned more, and accepted more responsibility.

The Navy's advancement system provides credit for performance, knowledge, and seniority. While the system cannot guarantee that any one person will be advanced, it does guarantee that all candidates competing for a particular rate will have equal advancement opportunity. See figure 5-1 for active duty advancement requirements.

EARLY ADVANCEMENT

Being an early candidate can be a factor also. The Navy Enlisted Advancement System also provides the opportunity for top performers to be advanced early in their careers. The early advancement process is available to all enlisted Navy personnel and is designed to select outstanding people who can show that they are in the top percent of their rate.

A candidate who meets all other advancement requirements except total active federal military service (TAFMS) is considered *early* and may compete with *regular* candidates for advancement. The number of early advancement quotas within each rate and rating is determined by manning requirements during the advancement cycle. To be selected for early advancement, the candidate must usually have a higher final multiple than regular candidates competing for the same rating. The *Manual of Advancement*, BUPERSINST 1430.16B, provides guidance for determining regular and early eligibility dates for advancement candidates.

Q4. What does the term early advancement mean?

PROGRAMS AND METHODS OF ADVANCEMENT

A Navy enlisted member may be advanced in several different ways. These various methods

ANSWERS TO QUESTIONS Q1. THROUGH Q3.

A1. The commanding officer has ultimate responsibility for making recommendations for advancement.

A2. The objective of the Navy Enlisted Advancement System is to furnish the qualified petty officers required by the Navy to man the Navy's ships and stations.

A3. The Manual of Advancement, BUPERSINST 1430.16B, is the primary reference for the Navy advancement system.

REQUIREMENTS*	E1 to E2	E2 to E-3	E3 to E4	E4 to E5	E5 to E6	†E6 to E7	†E7 to E8	†E8 to E9
TIME IN GRADE	6 mos.	6 mos.	9 mos.	12 mos.	36 mos.	36 mos.	36 mos.	36 mos.
SCHOOL	Recruit Training. (C.O. may advance up to 10% of graduating class.)	▨	CLASS A FOR AC EO AME ET AW(*) FTB(*) BU GSE(*) CE GSM(*) CM HM CTA IS CTI JO CTM MN CTO MT(*) CTR MU CTT OTM DS PR DT SW EA UT *A SCOL NOT AVAIL FOR FEMALES.	Naval Justice School LN2	▨	Navy School for AGC, MUC, RPC	Assistant Bandleader Course MUCS	Assistant Bandleader Course MUCM
PERSONNEL ADVANCEMENT REQUIREMENT (PAR) NAVPERS 1414/4	▨	▨	Personnel Advancement Requirement (PAR) must be completed for advancement to E-4 through E-7.				▨	▨
PERFORMANCE TEST	▨	▨	Specified ratings must complete applicable performance tests before taking examinations.				▨	▨
ENLISTED PERFORMANCE EVALUATION	As used by CO when approving advancement		Counts toward performance factor credit in advancement multiple.					
EXAMINATIONS**	Locally prepared tests.	See below.	Navywide examinations required for all PO advancements. Military leadership exam required for E-4 thru E-7.				Selection Board	
RATE TRAINING MANUAL (INCLUDING MILITARY REQUIREMENTS)	▨	Required for E-3 and all PO advancements unless waived because of school completion, but need not be repeated if identical course has already been completed. See NAVEDTRA 10052 (current edition).					Nonresident career courses and recommended reading. See NAVEDTRA 10052 (current edition).	
AUTHORIZATION	Commanding Officer		NAVEDTRAPRODEVCEN					

*All advancements require commanding officer's recommendation.

†2 years obligated service required for E-7, E-8, and E-9.

**For E-2 to E-3, NAVEDTRAPRODEVCEN exams or localy prepared tests may be used.

***Commencing with September 85 (cycle 108 and January 86 (cycle 110) examinations, all E-6 and E-7 advancement candidates will also be required to pass a military leadership examination.

Figure 5-1.—Active duty advancement requirements.

and programs are discussed in the following paragraphs.

THE COMMAND ADVANCEMENT PROGRAM

The trust, faith, and confidence placed in commanding officers by virtue of their position is unique. Recognizing the unique position of the commanding officer, the Command Advancement Program (CAP) established a method for commanding officers to provide immediate, substantive, and command-level recognition of superior performance of enlisted personnel in their commands. This program is governed by BUPERSINST 1430.17B.

Q5. Regulations pertaining to the Command Advancement Program are contained in what reference?

The Command Advancement Program authorizes commanding officers to advance a certain percent of their assigned enlisted personnel in paygrades E-3, E-4, and E-5 to the next higher paygrade in recognition of superior performance. This program is designed to work in conjunction with, but not to replace, the normal advancement system.

To qualify for the Command Advancement Program, a Navy member must meet the following requirements.

- Be assigned to a command or type command for a normal tour of duty or completion of a normal tour of duty; that is, for rotation purposes, type duty 2, 3, or 4. Type duty codes are explained in TRANSMAN, chapter 3.

- Meet time in rate (TIR) requirements on or before the effective date of advancement.

For Paygrade	TIR
E-4	9 months as E-3
E-5	1 year as E-4
E-6	3 years as E-5

- Meet total active federal military service (TAFMS) requirements on or before 30 September of the fiscal year in which the member is being advanced.

For Paygrade	TAFMS
E-4	2 years
E-5	3 years
E-6	7 years

- Be on board for at least 6 months.

- Meet all school, course completion, citizenship, and security requirements.

- Complete PARs and all other requirements required for normal advancement.

- If an E-3, must be a designated striker, or have rating entry approval from CNMPC (NMPC-483C) for those ratings listed as closed or controlled in OPNAVINST 1430.5B.

- Meet weight requirements for advancement.

When an individual is advanced by means of CAP, the command must forward an Examination Answer Sheet (NETPDC Form 1430/2) and a copy of the Recommendation for Advancement in Rate or Change of Rating (worksheet) to the Naval Education and Training Program Development Center, Pensacola. This is required by the

ANSWER TO QUESTION Q4.

A4. Early advancement means that the candidate is otherwise qualified but does not meet the TAFMS requirement.

instruction, but it is often overlooked by ESOs. The BUPERSINST 1430.17B also governs the Command Advancement Program for selected reserve crews of Naval Reserve force ships.

Q6. Provided an individual is otherwise eligible, in which paygrades can the commanding officer advance a member under the guidelines of the Command Advancement Program?

COMMANDING OFFICER'S ADVANCEMENT

A commanding officer may advance or readvance individuals to paygrade E-2 within the normal path of advancement, such as SR to SA, AR to AA, HR to HA, and so forth, if they meet the eligibility requirements outlined in MILPERSMAN 2230200 and 2230240, BUPERSINST 1430.16B, and the commanding officer considers them deserving of advancement. No examination is required for advancement to paygrade E-2. If the commanding officer considers the individual deserving of advancement, members may also be advanced to paygrade E-3 within the normal path of advancement, if they meet the eligibility requirements outlined in the *Manual of Advancement*, BUPERSINST 1430.16B. Although no examination is required for E-3, administration of an examination is recommended to promote uniformity of all commands. Commanding officers are authorized to advance qualified members to paygrades E-2 and E-3 respectively, upon completion of eligibility requirements, without regard to any quota limitations.

Personnel who are reduced in rate are subject to the normal advancement system. However, those personnel reduced in rate as a result of a commanding officer's nonjudicial punishment (NJP) may have their punishment mitigated, remitted, or set aside under the authority of Article 15, UCMJ, provided the commanding officer acts within 4 months after the NJP. This authority is contained in the *Manual for Courts-Martial* (MCM), part V. In deserving cases, the commanding officer may recommend a restoration of rate to the Commander, Naval Military Personnel Command. The recommendation for restoration must be based on at least 12 but not more than 36 months of duty performance observation. This period of observation cannot interfere with normal advancement procedures. Detailed information regarding restoration is contained in MILPERSMAN 2230200.

ACCELERATED ADVANCEMENT

The accelerated advancement program provides an opportunity for members enlisted in the advanced electronics field (AEF) or nuclear field (NF) programs and eligible graduates of certain other class A schools to elect accelerated advancement to petty officer third class without competing in a Navy-wide advancement examination.

Only one advancement per member is authorized under this program. A member must elect accelerated advancement upon or before graduation from class A school. Commanding officers and directors of the applicable school can advance those members enrolled under the AEF or NF programs who meet the requirements stipulated in MILPERSMAN 2230150. Upon graduation from A school, directors of the applicable schools will recommend for advancement those candidates, other than graduates of AEF and NF, who are qualified for accelerated advancement within the percentages established.

Advancements may be effected at the individual's first duty station after a 4- to 8-month observation period. Candidates must have graduated in the top 50th percentile from an A school listed in MILPERSMAN 2230150, be recommended by the training school commanding officer, successfully pass the E-4 MIL/LEAD exam, and complete the military requirements for PO3 as well as all required PARS. All other requirements, such as TIR, are waived for members being advanced under the provisions of accelerated advancement. In other words, accelerated advancement to E-4 may be effected for qualified candidates whether the member is serving in paygrade E-3 or not.

SELECTIVE CONVERSION AND REENLISTMENT PROGRAM (SCORE)

Regulations for advancement under the SCORE program are set forth in MILPERSMAN 1060010. This program provides automatic advancement to petty officer second class upon satisfactory completion of either a class C school or class C package, provided the school or school package is listed in the current Career Schools Listing (CSL). Always refer to MILPERSMAN 1060020 for the current listing.

SELECTIVE TRAINING AND REENLISTMENT PROGRAM (STAR)

The advancement authority for this reenlistment incentive program is governed by MILPERSMAN 1060020. This program guarantees advancement to petty officer second class upon completion of a class C school or C school package that is listed in the CSL, if otherwise eligible. It also guarantees advancement to petty officer third class upon completion of phase I of an AEF class A school in accordance with automatic advancement procedures for the AEF program.

NAVY-WIDE COMPETITIVE EXAMINATION

Most advancements within the petty officer ratings (E-4 to E-7) require candidates to pass a Navy-wide competitive examination. All candidates recommended for advancement are considered to be fully qualified. The advancement exams are designed to measure the professional achievement of candidates in each specific Navy occupation. The exams assess a candidate's level of knowledge and rank the candidates with their peers; candidates are rank ordered from most knowledgeable to least knowledgeable.

The advancement exams are administered worldwide on the same day to minimize the opportunity for compromise and to give each candidate equal opportunity for advancement.

E-4 and E-5 candidates may receive up to 80 points on the examination, 70 points for evaluations, 30 points for time in service, 30 points for time in rate, 10 points for awards, and up to 10 PNA (passed but not advanced) points—producing a possible maximum total of 230 points. E-6 candidates may receive up to 80 points on the test, 92 for evaluations, 34 for time in service, 34 for time in rate, up to 12 points for awards, and up to 12 PNA points—producing a possible maximum total of 264 points. E-7 candidates may receive up to 80 points for the test and up to 52 points for evaluations—producing a possible maximum total of 132 points. See figure 5-2.

Q7. To be eligible for accelerated advancement, candidates must have graduated from A school in what percentile?

Q8. Navy-wide competitive examinations are applicable for advancement to which paygrades?

ADVANCEMENT BY SELECTION BOARDS

Advancement to chief petty officer, senior chief petty officer, and master chief petty officer is accomplished by selection boards. A board meets in March to select senior chief and master chief petty officers. A board meets in June to select the chief petty officers. The records of the candidates who have met all of the requirements for advancement and have been designated SELECTION BOARD ELIGIBLE (SBE) are presented to the selection board. From the eligible candidates, the selection board selects those most highly qualified for advancement to chief, senior chief, and master chief petty officer.

As ESO, you should be familiar with the selection process and be able to answer the questions candidates may ask, such as "Why wasn't I selected for chief, senior chief, or master chief?" "What are they looking for?" "What does it take to be advanced?" "How can I improve my chances of being selected?" The ESO should

ANSWERS TO QUESTIONS Q5. AND Q6.

A5. The Command Advancement Program is governed by BUPERSINST 1430.17B.

A6. E-3, E-4, and E-5 members can be advanced under the Command Advancement Program.

FINAL MULTIPLE SCORE COMPUTATION

Factor	Exam Paygrade	Computation	Max. Allowable FMS Points Percent FMS Points		
			E4/E5	E6	E7
Standard Score (SS)	All	Indicated on Exam Profile Sheet	80/35%	80/30%	80/60%
Performance Factor	E4/E5 E6 E7	PNA × 60 − 170 PNA × 60 − 148 PNA × 13	70/30%	92/35%	52/40%
Length of Service (LOS)*	E4/E5 E6	TAS − SIPG + 15 TAS − SIPG + 19	30/13%	34/13%	
Service in Paygrade (SIPG)	E4/E5 E6	2 × SIPG + 15 2 × SIPG + 19	30/13%	34/13%	
Awards	E4/E5 E6	Values as listed in para 418 BPI 1430.16B	10/4.5%	12/4.5%	
PNA Points	E4/E5 E6	As indicated on past Profile Info.	10/4.5%	12/4.5%	
Maximum FMS Possible	All		230	264	132

*Length of Service is a combination of all active Navy service plus other active military service, and should be identical with Total Active Federal Military Service (TAFMS) as described in the Manual of Advancement, BUPERSINST 1430.16B.

In converting months to decimals for LOS and SIPG, the following values shall be used:

Months	Fraction	Months	Fraction
1	.08	7	.58
2	.17	8	.67
3	.25	9	.75
4	.33	10	.83
5	.42	11	.92
6	.50		

Figure 5-2.—Final multiple score computation.

SAMPLE FMS COMPUTATION

A candidate for advancement to paygrade E-6 has the following factors which contribute toward his/her final multiple score:

STANDARD SCORE	PERFORMANCE AVERAGE	LOS YR/MO	SIPG YR/MO	AWARDS	PNA POINTS	FINAL MULTIPLE SCORE
SS = 56	PMA = 3.95	08/03	03/06	2	1.5	FMS = 198.25

A further breakdown of this FMS computation is provided below:

The candidate's standard score (SS) of 56 has an FMS point-value of 56.

The Performance Mark Average (PMA) of 3.95 is multiplied by 60, then 148 points are subtracted from the product (3.95 × 60 − 148) for a PMA of 89.

To compute LOS factor, subtract SIPG (03/06 = 3.50) from TAS (08/03 = 8.25) which equals 4.75 and add 19 (8.25 − 3.50 + 19) for a LOS factor of 23.75.

To compute SIPG factor, multiply SIPG (03/06 = 3.50) by 2 (3.50 × 2 = 7) and add 19 (3.50 × 2 + 19) for a SIPG factor of 26.

The candidate has been awarded one Good Conduct Medal which has an Awards Point value of 2 points, therefore AWARDS factor equals 2.

A review of the candidate's previous profile information reflects the candidate has accumulated 1.5 PNA points from previous examination participation in this rate, for a PNA POINTS factor of 1.5.

Result: Standard Score of 56 = 56.00
PMA of 3.95 × 60 − 148 = 89.00
LOS of 08/03 = 8.25
MINUS SIPG 03/06 = 3.50
4.75
ADD 19.00
23.75 = 23.75
SIPG of 03/06 = 3.50
× 2
7.00
ADD 19.00
26.00 = 26.00
AWARDS OF 2 = 2.00
PNA PTS of 1.5 = 1.50
TOTAL FMS + 198.25

Figure 5-2.—Final multiple score Computation—Continued.

ANSWERS TO QUESTIONS Q7. AND Q8.

A7. Candidates must be in the top 50th percentile to be eligible for accelerated advancement.

A8. Navy-wide examinations are administered to E-4 through E-7 candidates. (E-7 candidates must pass the advancement examination to be SELECTION BOARD ELIGIBLE.)

provide guidance to the candidates in their efforts to make themselves SELECTION BOARD ELIGIBLE and improve their opportunity for selection.

In the top three paygrades, the Navy has many highly qualified candidates who have responsible jobs and who could function superbly as a chief, senior chief, or master chief petty officer. Candidates who are selected can justifiably be proud. At the same time, those not selected should not be discouraged. Candidates should be encouraged to continue to improve their selection chances by determining the areas in which they are weakest and working to improve them. The difference between being selected or not being selected could be that extra course the candidate took, or qualifying for Enlisted Surface Warfare Specialist (ESWS), Enlisted Aviation Warfare Specialist (AWS), Submarines (SS), or Naval Aircrewman (AC).

Composition of the E-7 and E-8/9 Selection Boards

These two boards are made up of a senior officer who serves as the president, a junior officer who serves as the recorder, and board members who are officers and senior and master chief petty officers. Enlisted board members who serve on the E-8/9 board must be master chief petty officers. There must also be a sufficient number of assistant recorders to handle and account for the service records.

The recorder, assistant recorders, OPNAV enlisted advancement planner, enlisted detailers, and the Master Chief Petty Officer of the Navy may provide consultative service to the board on any matter concerning selections that may be referred to them. Normally, board members are divided into panels that are responsible for reviewing the records of individuals in specific professional areas.

Q9. Advancement in rate can be achieved by way of what programs and methods?

The Chief of Naval Operations establishes a maximum select quota for each rating. This quota is filled by the most qualified candidates competing for advancement. The Department of Defense has established the total active federal military service requirement, referred to as TAFMS, which must be met before advancement to any given paygrade. No more than 10 percent of the total number of candidates in any paygrade may have less than the prescribed TAFMS. This quota is provided to the board on an "allowable early quota," separate from the quota for each rate. Some panels will pick fewer early selectees and others will select more because the average time in service of candidates varies from rating to rating.

Guidelines Provided to Each Board

The Secretary of the Navy, Chief of Naval Operations, Commander Naval Military Personnel Command, and the OPNAV enlisted community managers have input to the selection boards. Each year a precept is developed for the board which outlines the selection process concept and provides general guidance for the board members. The board establishes its own administrative procedures and minimum selection criteria that all members use in screening the records of candidates. The precept guidelines are applied equally to each candidate within a rating; however, application of the criteria may vary slightly from rating to rating due to differences in supervisory opportunities, schooling, rotating patterns, and so forth. Under the precept guidelines, the board is given the latitude to establish its own internal emphasis, thereby ensuring the dynamic nature of the selection process. An oath is administered to the board members and recorders that defines the conduct and performance expected from each board member.

What Does the Board Consider?

A copy of each candidate's microfiche record, with a file folder that contains any correspondence that might have been received by the president of the board before its deliberations, is provided to the reviewing board members. Each record is independently reviewed during the screening process. At least 3 and normally 5 years of evaluations are reviewed. By his/her own submission of current information, the candidate ensures that the board has the most up-to-date information. The primary factors that are considered by the selection board are discussed in the following paragraphs.

- The single most important factor influencing selection is sustained superior performance.

- Significant emphasis is placed on professional performance at sea for male candidates, as well as sea and equivalent tours for women in the Navy. While it is not necessary that a candidate presently be serving in a sea duty billet, the candidate's record should contain evidence of professional and managerial excellence at sea or isolated duty assignments. The board recognizes that some ratings do not offer a broad opportunity for sea duty, particularly at the senior levels, and this is taken into consideration. Although a variety of duty assignments, especially sea duty, is highly desired since it gives an individual professional breadth, an individual having less variety, but otherwise demanding tours, may be equally qualified. Candidates can be assured that their careers will not be unfavorably affected by service over extended periods in important assignments to which they have been ordered to meet the needs of the Navy.

- Additional emphasis is placed on candidates who have successfully served in or are now successfully serving in demanding special tours. These special tours include duty such as recruit company commanders, instructors, enlisted detailers, recruiters, and other tours requiring special qualifications.

- Evaluations are closely reviewed for performance marks and the narrative. The marks and narrative should correspond. Personal decorations and letters of commendation are also considered. Command and community involvement also reflect an expanding individual; therefore, the total person concept is considered.

- Duty assignments and history of duties performed can be determined from the service record and also from the job description on the evaluations. Using this data, the selection board can tell whether or not the individual is performing duties commensurate with the rate and whether professional growth expectancies are being met.

- Failure to meet the Navy's weight standards should not hinder an individual's selection opportunity. However, if such an individual is selected, advancement is withheld until the individual meets weight standards established by the Navy.

- Advancement will not be denied solely on the basis of prior alcoholism or alcohol abuse provided the member has participated in a successful treatment and recovery program. However, any misconduct or poor performance resulting from alcoholism or alcohol abuse must necessarily be considered in determining fitness for advancement.

- Candidates who have had disciplinary problems, have received letters of indebtedness, or have other service record entries relevant to behavioral difficulties, such as drug abuse, demonstrated racial, secular, or religious discrimination will find the path to E-7/8/9 more difficult than those with clear records. Once these problems are overcome, the single most important selection factor is again sustained superior performance.

- Slating—Each service record is reviewed and assessed by at least two board members. Once the entire rating is completed, the board arranges all the candidates from the best to least qualified. This is called slating. The best qualified candidates are then counted down to the quota allowed and are selected for advancement by the selection board.

ANSWER TO QUESTION Q9.

A9. Programs for and methods of advancement include CAP, accelerated advancement, STAR, SCORE, Navy-wide competitive examinations, and selection boards.

The selection of candidates is based on their contribution to the mission of the command and the Navy. In specific terms, this means the candidate's record is rated according to the candidate's performance in the following areas:

- Performance
- Leadership and managerial abilities
- Comparison to peers
- Potential for increased responsibility
- Jobs held and number of people supervised
- Duty assignments (sea, arduous unaccompanied, instructor, recruiter, detailer, and so forth)
- Special qualifications such as AC, SS, MTS (master training specialist), ESWS, ASWS, and so forth
- Awards
- Education (on and off duty)
- Problem areas

All of these categories are considered in the selection process. Some areas are more important than others, but all are important and deserve appropriate comment in evaluations.

Candidates Can Improve Their Chances for Selection

Candidates should ensure their NMPC official microfiche records are up-to-date and in proper order. Candidates should order a copy of their fiche record from NMPC and review it carefully to ensure it contains all pertinent information. They should order the fiche record at least 6 months before the convening of the board.

Candidates should ensure their evaluations are typed properly with no misspellings or other clerical errors. These errors are as much the responsibility of the candidate as the command. They should also ensure the evaluation covers the correct period of time.

Many candidates are content to *homestead* in a particular locale with a repetitive type of assignment rather than maintain a rotation of assignments that can be beneficial to the individual and the Navy. Candidates should seek challenging assignments, increased responsibilities, demanding and taxing leadership positions.

Before evaluations are written, candidates must submit all pertinent information on their brag sheet (Enlisted Performance Evaluation Report Individual Input, NAVPERS 1616/21). Pertinent information should include information regarding educational achievements, collateral duties, command and community involvements, special qualifications during the reporting period, and anything else the candidate feels is noteworthy. In regard to educational achievements, the candidate should list Navy schools, correspondence courses, and civilian sponsored courses completed during the reporting period. Collateral duties and command and community involvement should be listed in each evaluation if it is applicable. Also, each candidate should ensure all significant professional achievements are included.

Q10. Who is responsible for determining the maximum quotas to be advanced in each rating for the selection board?

Q11. Outside of actual selection board members, what individuals have an input to the selection board?

Commands Can Improve a Candidate's Opportunity for Selection

Evaluations should emphasize the individual's ability, potential, and willingness to accept positions of leadership and management, and it should specifically indicate why the individual should be advanced.

Great care should be taken to ensure that all collateral duties, awards, education, qualifications, and so forth, are listed in the evaluation. Commanding officers should follow the explicit instructions in the *Navy Enlisted Performance Evaluation Manual*, NMPCINST 1616.1A, and ensure marks are assigned properly. This makes it possible for selection boards to distinguish the top runners from the average candidates. One way to ensure the top performers in a command are identified is to rank the individuals against their peers. This allows the selection board to distinguish the truly *head and shoulder* performers. Additionally, command master chiefs (command senior or chief) should be involved in the evaluation process of the command. It takes the coordination and cooperation of the entire chain of command to have a good reliable evaluation system. A good evaluation system, in turn, ensures that the Navy can institute a good promotion and selection process.

Q12. What is the single most important factor selection boards use to select the best candidate?

Q13. What is one of the best ways commands can identify their top performers?

Commands should ensure all evaluations are proofread for accuracy. Many times evaluations are incomplete; this creates problems for selection boards. Reconstruction of a member's career and performance is difficult enough without requiring the board to guess as to the period the report covers or as to how many other candidates were evaluated, and so forth. Since evaluation comments must be limited to the space provided (no continuation sheets are authorized), commands should use clear, concise, specific statements in BULLET format. Unusual abbreviations or acronyms, particularly those developed locally or of a transitory nature, should not be used.

ADVANCEMENT PREPARATION RESPONSIBILITIES

Candidates need to know how to prepare for advancement and what materials to study. Good preparation can best be described as thorough and early preparation. The Educational Services Officer should assist the candidate in preparing for advancement in the following ways:

1. Encourage the candidate to start preparation early.
2. Ensure the candidate is eligible for the desired rating.
3. Explain to the candidate the importance of the contents of the *Bibliography for Advancement Study*, NAVEDTRA 10052, and instruct the candidate in its use. Then, advise the candidate of the mandatory rate training manuals and nonresident career courses that must be completed (publications with asterisks).
4. Ensure the candidate is familiar with the *Manual of Advancement*, BUPERSINST 1430.16B.
5. Ensure the candidate is aware that all requirements, except TIR, must be completed not later than 2 weeks preceding the first day of the month in which Navy-wide examinations are administered.

Candidates for advancement MUST be prepared. They should not wait until the last minute to prepare and study for advancement examinations. Candidates should prepare for the examination in the following ways:

- By knowing their rating
- By getting a good nights sleep before examination day

ANSWERS TO QUESTIONS Q10. AND Q11.

A10. The CNO is responsible for establishing quotas to be advanced in each rating.

A11. SECNAV, CNO, CNMPC, OPNAV enlisted community managers, and the MCPON all provide input to the selection board.

- By ensuring all requirements are completed on time and entered in their service record
- By being prepared to do their best

Equally important in preparing for advancement is the manner in which the candidates do their jobs—this is reflected in their evaluations. A sustained performance reflected in evaluations adds points to the candidates final multiple score. NOW THE CANDIDATE IS READY TO PARTICIPATE IN THE NAVY-WIDE EXAMINATION FOR ADVANCEMENT.

SPECIAL ADVANCEMENT REQUIREMENTS

As the education services officer, you will serve on the command striker selection board. You will also be pointing out to nondesignated strikers the ratings they may strike for. In either capacity, you have to know what special advancement requirements exist for certain ratings. Special advancement requirements must be fulfilled before any individual is counseled about striking for a particular rating. Those special requirements are discussed in the following paragraphs.

REQUIRED SERVICE SCHOOL

Some ratings require individuals to complete A school before they can establish eligibility for that rating and participate in the Navy-wide competitive examination for paygrade E-4. A list of those ratings is contained in OPNAVINST 1430.5B. There are also some ratings that require more advanced schools and courses before advancing beyond a certain paygrade. For instance, an LN2 cannot participate in the examination for LN1 until he/she has completed the Naval Justice School. A complete list of requirements for each rate is contained in the current *Personnel Advancement Requirements* (NAVPERS 1414/4) and the latest *Bibliography for Advancement Study* (NAVEDTRA 10052-AF).

CITIZENSHIP AND SECURITY CLEARANCE REQUIREMENT

Some ratings require an individual to be both a U.S. citizen and be able to have access to classified information. A list of those ratings is contained in the *Manual of Advancement*, BUPERSINST 1430.16B.

CLOSED/CONTROLLED/ MONITORED RATING

Many times nondesignated strikers have an interest in ratings and express motivation by completing all the required courses without inquiring if the rating they desire is open, monitored, controlled, or closed. OPNAVINST 1430.5B governs the different rating entries. ESOs should encourage nondesignated strikers to strike for OPEN ratings since they provide the best opportunity for them to advance to E-4. ESOs must be aware that manpower requirements for junior level rating entry fluctuates with the overall needs of the Navy, therefore a rating may change from CLOSED to OPEN or vise versa from one examination cycle to another.

Non designated strikers ARE NOT eligible to strike for any rating listing in the CLOSED category since A school provides sufficient numbers of personnel for the rating. Nondesignated strikers who desire to strike for a CONTROLLED rating MUST have COMNAVMILPERSCOM permission to enter the rating through either the Navy-wide examination or the striker selection board. If you mistakingly allow nondesignated strikers to participate in the E-4 examination for a CLOSED or CONTROLLED rating without COMNAVMILPERSCOM approval, the examinations will be invalidated and the members will be 6 months behind in their efforts to advance to E-4.

The monitored rating category has just recently been identified and included in the instruction for Rating Entry for General Apprentices (REGA), OPNAVINST 1430.5B. ESOs must be aware of the rules that apply to personnel desiring to enter any monitored rating. Rules and restrictions that apply to the monitored ratings are listed below.

- The command CANNOT assign striker designation to any monitored rating.
- Only personnel who are actively working in the skill area of the monitored rating may be authorized by the commanding officer to participate in the E-4 examination, provided they are otherwise eligible.
- An individual's examination final multiple must be high enough to qualify the individual for advancement to E-4 since no designation of strikers will result from the examination.

Personnel whose scores are not high enough for advancement will remain general apprentice, nondesignated strikers.

Personnel desiring to strike for any monitored rating should be advised of the rules and restrictions, and that advancement opportunities are also less than those listed in the open ratings list.

CHANGE IN RATE OR RATING

A change in rating is a change in occupational specialty without change in paygrade; for example, from Boatswains Mate second to Religious Program Specialist second.

The Navy makes a change in rating possible for a person who wishes to get into an area that offers more interest and for which that person has an aptitude. Naturally, the Navy's requirements take precedence over an individual's wishes, if the two interests conflict.

Commanding officers have the authority to laterally change the apprenticeships of personnel in paygrades E-2 and E-3 within the Seaman, Fireman, and Airman apprenticeships; for example, from Seaman to Airman, or Fireman to Seaman. This may be accomplished by the commanding officer provided the following requirements are met.

1. The member requests a change.
2. A greater need exists in the requested apprenticeship.
3. A valid billet exists within the command.
4. The member is fully qualified for the new apprenticeship.

All other administrative changes in rate or rating are authorized under special conversion programs (such as SCORE) or for specific individuals by the Commander, Naval Military Personnel Command.

Q14. What is meant by a change in rating?

Q15. Within what apprenticeships can personnel in paygrades E-2 and E-3 change rates?

Q16. Who has the authority to laterally change a member from one rate to another in the apprenticeship rates?

A person who applies for a change in rating must meet the following requirements:

1. Be a petty officer first class or below.
2. Have less than 15 years of active naval service.
3. Request a rating and paygrade that needs additional personnel and appears on the open rating/skills list. (This list is published in OPNAVINST 1160.4C.) Requests from persons who serve in a rating that is undermanned or individuals who possess specialty skills within their rating that are in short supply are not normally approved.
4. Satisfy all eligibility requirements for the rating requested as defined in the *Manual of Advancement*, BUPERSINST 1430.16B.
5. Meet the minimum Armed Services Vocational Aptitude Battery (ASVAB) scores that are required for entry into the school for the rating requested.

ANSWERS TO QUESTIONS Q12. AND Q13.

A12. Sustained superior performance is the most important factor that the selection boards take into consideration.

A13. Commands can identify their top performers best by ranking them against their peers on the evaluations.

6. Be recommended by the commanding officer.

Information about change in rate or rating, eligibility requirements, and application procedures is contained in MILPERSMAN 2230180.

PATHS TO A COMMISSION

The opportunity to receive a commission as an officer in the Navy has never been better than it is today. Two of the most popular programs leading to a commission, the Chief Warrant Officer (CWO) Program and Limited Duty Officer (LDO) Program, are discussed in the following paragraphs.

The Navy has realized a need for CWOs to serve as officer technical specialists and LDOs to serve as officer technical managers. Figure 5-3 shows the paths of advancement for enlisted personnel to chief warrant officer and/or limited duty officer. The Limited Duty Officer and Chief Warrant Officer Programs are the primary enlisted-to-officer programs sponsored by the Navy that do not require a college education. Figure 5-4 shows the CWO/LDO category to which each enlisted rating may advance. Competition for entrance into both of the programs is and will continue to be particularly keen. Personnel who are interested in applying for these programs should commence preparation early in their careers. To better prepare for officer status, all potential candidates should seek to increase their knowledge by on-the-job training and specialized training through schools and correspondence courses.

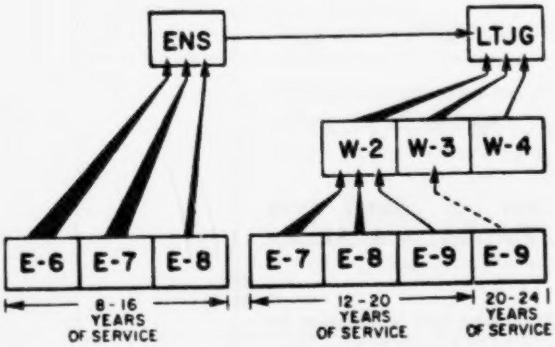


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Figure 5-3.—Path of advancement from enlisted to warrant officer and limited duty officer.

The correspondence courses listed below are recommended for completion for individuals preparing for commissioning programs. Individuals should also consider taking as many of these courses as possible when preparing for advancement in rate. This is especially true for individuals preparing for the higher paygrades where the selection board process is used.

RECOMMENDED CORRESPONDENCE COURSES

CWO/LDO Common Correspondence Courses

Navy Regulations

Naval Orientation

Human Behavior; Guidelines to Leadership and Management

Watch Officer

Investigations

Uniform Code of Military Justice

Financial Management in the Navy

Equal Opportunity in the Navy

Seamanship

Ship Handling

Navy Counseling

Security Manager

Military Justice in the Navy

Security of Classified Information

Naval Military Personnel Manual, Part I

Accident Prevention

Disaster Control

Naval Safety Supervisor

Standard Organization and Regulations of the U.S. Navy

CWO Correspondence Courses

Two specialist courses in area of concentration; such as,

> Operational Tactics and Operational Communications (Operations Tech)
>
> Principles of Navy Engineering, Parts I and II (Engineering or Repair Tech)

LDO Correspondence Courses

Process of Management

Management-related courses in area of concentration; such as,

Engineering Administration

Operations Officer

Aviation Maintenance and Administration

Communication Officer, Parts I & II

Supply Afloat or Supply Ashore

Additionl Measures of Officer Status Preparation

Reading of *Navy Regulations*

Reading of the *Watch Officer's Guide*

Reading of the *Handbook on Personnel Qualifications Standards*

Completion of the Formal 3-M Systems for Manager Levels

Any area of study that will develop increased expertise in the occupational field

As you can see, the list of courses is lengthy; therefore, the earlier an individual starts preparing for the CWO/LDO programs, the better prepared the individual will be. Selection boards for CPO, SCPO, and MCPO consider the individual's effort to broaden his/her education. This effort can be clearly reflected by the completion of as many of these courses as possible.

Q17. What are the two primary paths to a commission that do not require a college education?

THE CHIEF WARRANT OFFICER PROGRAM

The Chief Warrant Officer Program provides a direct path of advancement to chief warrant officer status for outstanding enlisted personnel on active duty in the regular Navy or Naval Reserve.

To be eligible for appointment, applicants must meet the following requirements:

- Be a U.S. citizen.
- Be serving on active duty in paygrades E-7, E-8, or E-9 in the regular Navy, Naval Reserve, or Training and Administration of Reserves (TAR) program at the time of application.
- Be physically qualified for appointment as warrant officer.
- Be a high school graduate or possess the service-accepted equivalent.
- Have no record of conviction by courts-martial or civil court for any offenses other than minor traffic violations for 2 years preceding the date of 16 January of the year of application.

ANSWERS TO QUESTIONS Q14. THROUGH Q16.

A14. A change in rating involves a change in occupational specialty without a change in paygrade, such as BM2 to RP2.

A15. E-2 and E-3 personnel can change rates within the Seaman, Fireman, and Airman apprenticeships.

A16. The commanding officer has the authority to laterally change the rates of E-2 and E-3 personnel in apprenticeship rates without reference to NMPC.

NORMAL PATH OF ADVANCEMENT TO CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER

ENLISTED RATING	CWO CATEGORY AND OFFICER DESIGNATOR		LDO CATEGORY AND OFFICER DESIGNATOR	
		Surf / Sub		Surf / Sub
BM, QM, SM	BOATSWAIN	(711X / 721X)	DECK	(611X / 621X)
OS / EW / OT*	OPERATIONS TECH	(712X)	OPERATIONS	(612X)
BT IC, EN, MM, GS, EM	ENGINEERING TECH	(713X / 723X)	ENGINEERING / REPAIR	(613X / 623X)
ML, PM, HT, OM, IM, MR, PICM	REPAIR TECH	(714X / 724X)		
GMG, GMM, GMT*, GM, FTB*, FTM*, FT*, MT, FTG*, TM*	ORDNANCE TECH	(716X / 726X)	ORDNANCE	(616X / 626X)
MN, TM*%	UNDERWATER ORDNANCE TECH	(717X / 727X)		
ST, DS*, FTG*, FTB* FTM*, FT*, OT*, ET	ELECTRONICS TECH	(718X / 728X)	ELECTRONICS	(618X / 628X)
RM	COMMUNICATIONS TECH	(719X / 729X)	COMMUNICATIONS	(619X / 629X)
	AVIATION		**AVIATION**	
ALL RATINGS ¢$	N / A		LDO AVIATOR	(630X)
ABE, ABF, ABH, AB	AVIATION BOATSWAIN	(731X)	AVIATION DECK	(631X)
AW	AVIATION OPERATIONS TECH	(732X)	AVIATION OPERATIONS	(632X)
AD AME AMH, AMS, AM, PR, AS AZ, AFCM	AVIATION MAINTENANCE TECH	(734X)	AVIATION MAINTENANCE	(633X)
AO, GMT*	AVIATION ORDNANCE TECH	(736X)	AVIATION ORDNANCE	(636X)
AT, AX, AQ, AE, TD, AVCM	AVIATION ELECTRONICS TECH	(738X)	AVIATION ELECTRONICS	(638X)
AC	AIR TRAFFIC CONTROL TECH	(739X)	AIR TRAFFIC CONTROL	(639X)
	GENERAL SERIES		**GENERAL SERIES**	
#MM, EM, ET, IC	NUCLEAR POWER TECH	(740X)	NUCLEAR POWER	(640X)
LI, JO*, PC, PN, YN, LN* RP	SHIP'S CLERK	(741X)	ADMINISTRATION	(641X)
DP, DS*	DATA PROCESSING TECH	(742X)	DATA PROCESSING	(642X)
MU	BANDMASTER	(743X)	BANDMASTER	(643X)
CT@	CRYPTOLOGIC TECH	(744X)	CRYPTOLOGY	(644X)
IS*	INTELLIGENCE TECH	(745X)	INTELLIGENCE	(645X)
AG	AEROGRAPHER	(746X)	METEOROLOGY / OCEANOGRAPHY	(646X)
PH, IS*, JO*, DM*	PHOTOGRAPHER	(747X)	PHOTOGRAPHY	(647X)
ANY RATING QUALIFIED IN EOD	EXPLOSIVE ORDNANCE DISPOSAL TECH	(748X)	EXPLOSIVE ORDNANCE DISPOSAL	(648X)
MA	SECURITY TECH	(749X)	SECURITY	(649X)
	STAFF CORPS		**STAFF CORPS**	
DK, SK, SH, AK MS*	SUPPLY CORPS WARRANT (SC)	(751X)	SUPPLY (SC)	(651X)
MS*	FOOD SERVICE WARRANT (SC)	(752X)		
DM*, BU, CE, CM, UT, EA, EO, SW, CUCM, EQCM	CIVIL ENGINEER CORPS WARRANT (CEC)	(753X)	CIVIL ENGINEER (CEC)	(653X)
HM$	PHYSICIAN'S ASSISTANT (PA)	(754X)	N / A	
LN*	N / A		LAW	(655X)

NOTES:
- * Normal path in more than one category.
- @ Only CT personnel may apply
- # Exclusive path of advancement for personnel in these ratings who hold a valid nuclear power program NEC
- ¢ Less personnel holding valid nuclear power program NEC
- $ Application procedures published separately.
- % 717X - MN Path of Advancement; 727X - TM Path of Advancement.
- NC may apply under previous rating or any designator for which qualified

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Figure 5-4.—Enlisted rating to CWO and/or LDO designator table.

- Be recommended by the commanding officer.

- Personnel in paygrades E-7 through E-9 must have completed at least 12, but not more than 24, years of active service on 16 January of the year in which application is made.

NAVMILPERSCOMINST 1131.1 outlines the application procedures for active and inactive duty personnel for the Chief Warrant Officer Program. Additional information is contained in MILPERSMAN 1020310.

PHYSICIAN'S ASSISTANT, WARRANT OFFICER PROGRAM

Under the Physician's Assistant Warrant Officer Program, selected enlisted personnel in paygrades E-5 and above attend the 60-week Physician's Assistants Training Program. Upon completion, these personnel receive a commission in the grade of chief warrant officer (W-2), physician's assistant. Selectees who have completed at least 2 years active duty in paygrade E-9 as of date of application will be commissioned in the grade of chief warrant officer (W-3).

For basic eligibility requirements and application procedures, you should consult MILPERSMAN 1020315. An annual NMPC notice will be issued to solicit applications and announce application deadlines.

THE LIMITED DUTY OFFICER PROGRAM

The Limited Duty Officer (LDO) Program provides a path of advancement for E-6, E-7, E-8, and CWO to commissioning as an ensign or lieutenant junior grade (as applicable) in the regular Navy or Naval Reserve.

The applicant must meet the following eligibility requirements to apply for the LDO Program.

- Be a U.S. citizen.

- Be serving on active duty in the regular Navy, Naval Reserve, or TAR program at the time of application. If selected, personnel must remain on active duty until appointment is tendered.

- Be physically qualified for appointment to LDO.

- Be a high school graduate or possess the service-accepted equivalent.

- Have no record of conviction by court-martial or civil court for any offense other than minor traffic violations for 2 years preceding 16 January of the year in which application is made.

- Be recommended by the commanding officer.

- Be serving as a petty officer first class or chief petty officer (E-7 or E-8) on 16 January of the year in which application is made. If a PO1, applicant must have served in that capacity for at least 1 year as of 16 January of the year in which application is made.

- Have completed at least 8 years, but not more than 16 years, of active naval service on 16 January of the year in which application is made.

- PO1 applicants must complete all requirements for advancement to CPO except time in paygrade and successfully compete in the annual Navy-wide CPO examination administered in January of the year of application. A candidate whose final multiple is equal to or greater than the lowest final multiple for PASS SELECTION BOARD ELIGIBLE will be designated LDO SELECTION BOARD ELIGIBLE. A PO1 who is presently authorized advancement to CPO is exempt from the CPO Navy-wide examination qualification.

For application procedures and eligibility requirements, you should consult MILPERSMAN 1020300 and NAVMILPERSCOMINST 1131.1.

ANSWER TO QUESTION Q17.

A17. Commissions to LDO and CWO do not require members to have a college education.

COMMENCE EARLY

—Get started as a junior petty officer
—Make seniors aware of short & long term goals.

EVALUATIONS

—No substitute for outstanding record
—Accumulate high marks early
—Maintain steady trend
—Demonstrated initiative/leadership
—Personal and physical appearance
—Marks and write-up must match
—Ensure complete and accurate before you sign

CAREER PATTERN

—Good sampling of sea/shore tours
—Increasing responsibility in a variety of assignments
—Well rounded individual

DISCIPLINE

—No negative trends
—NJP early in career not serious
—General, Special or Summary Courts-martial or conviction by civil court (other than minor traffic violations) in last two years—not eligible to compete

PROFESSIONAL IMPROVEMENT

—Documented professional performance
—Be a standout—do more than your job
—Officer/enlisted correspondence courses
—College credits
—Good standing in schools attended

AWARDS/COMMENDATIONS

—Documented in evaluations

APPLICATIONS

—Follow format in NMPCINST 1131.1 exactly
—Brief and grammatically correct statement of why you desire a commission
—Quality control—neat and accurate
—Reflects your administrative ability

CO's ENDORSEMENT

—Should stress qualifications for designator applying for and potential to serve as a commissioned officer
—No longer than a page and a half
—Significant in selection process
—Applicants should obtain a copy of their microfiche record and ensure that it is complete and accurate

THE MOST IMPORTANT FACTOR IN SELECTION IS SUSTAINED SUPERIOR PERFORMANCE

Figure 5-5.—Preparing for CWO/LDO selection.

Q18. Enlisted members of what paygrades may apply to LDO?

MEDICAL SERVICE CORPS

Senior Hospital Corpsman (HM) and Dental Technicians (DT), who possess the necessary qualifications and motivation, have an opportunity to compete for commissions in the Medical Service Corps. Programs leading to regular Navy and Navy Reserve commissions are available to HMs and DTs in paygrades E-6 through E-9 and to other Navy members with college degrees in medical fields.

The application procedures and eligibility requirements for this program are contained in NAVMILPERSCOM Notice 1120 (annual in-service procurement notice).

Figure 5-5 provides guidance in preparing for the CWO and LDO programs.

ANSWER TO QUESTION Q18.

A18. Enlisted members of E-6 through E-8 may apply for a commission to LDO.

LESSON 6

EXAMINATION PROCEDURES

LEARNING OBJECTIVES

Thorough study of this lesson will enable you to accomplish the following objectives.

1. Determine the important role Navy-wide advancement examinations play in the advancement of Navy personnel.
2. Determine the role the education services officer plays in the administration of Navy-wide advancement examinations.
3. Identify the three different stages of the examination process; preexamination, examination, and postexamination procedures and understand the education services officer's responsibilities in each of the stages.
4. Determine the eligibility requirements for Navy-wide advancement examinations and for military/leadership examinations.
5. Determine the purpose and uses of performance tests.

In this lesson we will discuss the Navy-wide advancement examinations, the role they play in the advancement of Navy personnel, the procedures that must be followed in administering the exams, and the role the education services officer (ESO) plays in the administration of the exams.

Examination procedures are set forth in the *Manual of Advancement*, BUPERSINST 1430.16B. These procedures must be followed by the command, the examination board, the ESO, and personnel involved in any phase of the Navy-wide examination process.

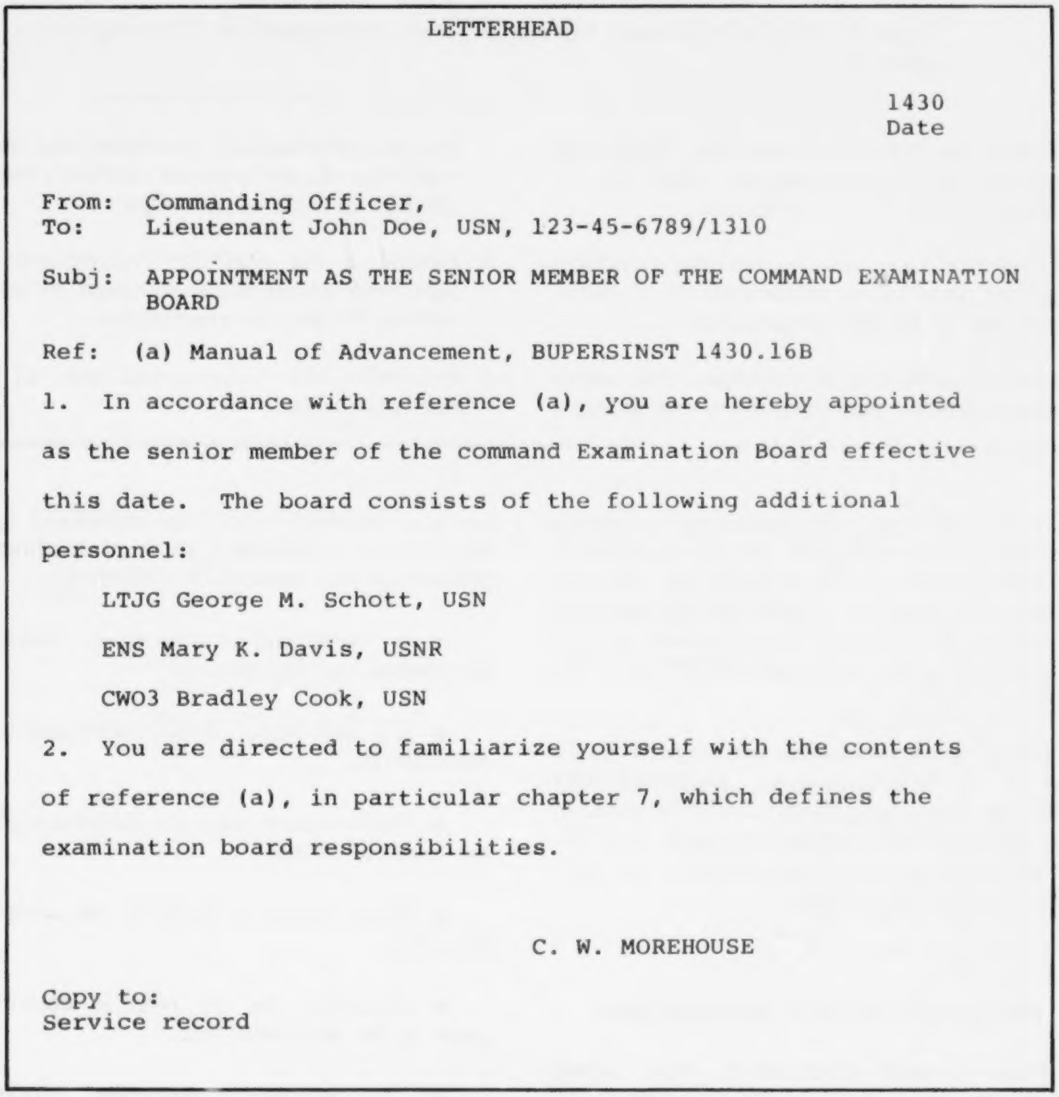
PREEXAMINATION PROCEDURES

Prior to each examination cycle, certain procedures must be followed to ensure that examination candidates who have been recommended have completed all requirements and are eligible in all respects. This can best be accomplished when the command (ESO coordinates) establishes good preexamination procedures and ensures the following:

- A command examination board is established and functioning.
- E-3 and MIL/LEAD examinations are administered.
- Performance tests are administered for the required ratings.
- Examination worksheets are completed properly.
- Eligibility for all tests is determined prior to the applicable test.
- The complete examination process is carried out in accordance with the pertinent directives, and all service record entries are properly entered.

LOCAL EXAMINATION BOARD

In preparing for the Navy-wide examinations, commanding officers are required to establish a local command examination board. The *Manual of Advancement* specifies that the appointment of the board should be established approximately 2 months prior to scheduled examinations and that the appointment be accomplished by letter (fig. 6-1). Assignments to examining boards shall remain in effect until terminated in writing by the commanding officer or officer-in-charge. The examination board must consist of at least three members (officer or civilian) with sufficient experience to perform duties of the board in an optimum manner. The senior member shall be of the grade of lieutenant or higher, with the exception of officers-in-charge of PASS detachments, who are authorized to assume positional authority as senior members of consolidated examination boards. Each examination board member must possess a current security clearance



LETTERHEAD

1430
Date

From: Commanding Officer,
To: Lieutenant John Doe, USN, 123-45-6789/1310

Subj: APPOINTMENT AS THE SENIOR MEMBER OF THE COMMAND EXAMINATION BOARD

Ref: (a) Manual of Advancement, BUPERSINST 1430.16B

1. In accordance with reference (a), you are hereby appointed as the senior member of the command Examination Board effective this date. The board consists of the following additional personnel:

LTJG George M. Schott, USN

ENS Mary K. Davis, USNR

CWO3 Bradley Cook, USN

2. You are directed to familiarize yourself with the contents of reference (a), in particular chapter 7, which defines the examination board responsibilities.

C. W. MOREHOUSE

Copy to:
Service record

299.13

Figure 6-1.—Appointment letter for the examination board.

of the type or level that will permit the proper administration of all examinations assigned to the board.

As you can conclude by reviewing the ESO responsibilities in lesson 1, the examination board will be more effective if the command ESO or personnel officer, or both, are also assigned as members of the board. When board members are designated by individual letters, the commanding officer can direct the board members to review the *Manual of Advancement*, BUPERSINST 1430.16B, to ensure members are completely aware of their responsibilities pertaining to examination procedures.

Q1. What basic reference should you use to determine and carry out your responsibilities in the Navy-wide examination procedure?

Q2. The examination board must be composed of at least how many officers or civilians?

Q3. The senior member of the command examination board must be at least what grade?

MILITARY/LEADERSHIP EXAMINATIONS

Military/leadership examinations are shipped annually by the Naval Education and Training Program Development Center (NAVEDTRAPRODEVCEN), Pensacola, Florida, in response to the requests of each activity. Activities that do not maintain their own enlisted service records are authorized to order and administer MIL/LEAD examinations provided an official is available who meets the requirements for administration of the exams. The *Manual of Advancement*, paragraph 601, provides the proper procedures for maintaining custody and administering the examinations.

The commanding officer or officer-in-charge must maintain custodial and administrative responsibility for the examinations. MIL/LEAD examinations may be administered on a schedule determined by the person who has custodial administrative responsibility. The exams may be scheduled during a specific time period without limitation to the number of examinations administered to a group or to individuals. The same examination form (A or B) must not be administered consecutively. Commanding officers and officers-in-charge of units whose enlisted service records are maintained by the Pay/Personnel Administrative Support System (PASS) activities must adhere to the examination schedule established by that PASS activity; however, commands whose records are maintained by PASS may, if they desire, order, maintain, and administer MIL/LEAD examinations to their personnel independent of the PASS activity, provided authorized custodial personnel are available to receipt for, maintain, and administer the examinations. When this independent method is used for the administration of MIL/LEAD examinations, the commanding officer or officer-in-charge is responsible for reporting the results of the test immediately to the cognizant PASS office for appropriate service record entries.

Eligibility Requirements for MIL/LEAD Examinations

Successful completion of the applicable MIL/LEAD examination is required prior to participation in Navy-wide examinations for advancement to paygrades E-4 through E-7. Members serving in paygrade E-3 may participate in the PO3 MIL/LEAD examination. Members serving in paygrade E-4, and E-3 members authorized advancement to E-4 but not yet advanced, may participate in the PO2 MIL/LEAD examination without regard to service in paygrade. Personnel may participate in successive MIL/LEAD examinations until satisfactory completion, and successful completion is required only one time.

Service Record Entry for Successful Completion

Successful completion of the applicable MIL/LEAD examination should be recorded on the individual's personnel advancement requirement (PAR) sheet. The following entry should be made in section 7 of the individual's service record on page 4 (NAVPERS 1070/604):

(PO3/PO2/PO1/CPO) M/L (DATE)(INITIALS)

No service record entry is required if the individual fails the MIL/LEAD examination.

Q4. What official in the command determines when the MIL/LEAD examination is to be administered?

Q5. In which paygrades must candidates for advancement successfully complete the applicable MIL/LEAD examination to qualify for advancement?

Q6. When, if ever, can an individual in paygrade E-3 participate in the E-5 MIL/LEAD examination?

Disposition of Answer Sheets

After the MIL/LEAD examination answer sheets have been graded and the results recorded, the answer sheets should be forwarded to the CO, NAVEDTRAPRODEVCEN, Pensacola, FL 32509-5000, where they will be analyzed for statistical purposes. NAVEDTRAPRODEVCEN does not maintain records of scores or publish the results of MIL/LEAD examinations. The MIL/LEAD examinations are retained by the individual command until destruction is directed by CO, NAVEDTRAPRODEVCEN.

PAYGRADE E-3 EXAMINATIONS

Paygrade E-3 examinations and scoring keys are available upon request to CO, NAVEDTRAPRODEVCEN, Pensacola, FL 32509-5000. Although the use of E-3 examinations (except for HN and DN) is not mandatory, in the interest of uniformity, all commands are encouraged to use the examinations. Examinations for advancement to paygrade E-3 are graded locally, on a PASS/FAIL basis, and the examinations are retained by the individual command until destruction is directed by CO, NAVEDTRAPRODEVCEN. The same custody and maintenance procedures must be followed for the E-3 examinations and answer keys as for the Navy-wide MIL/LEAD examinations and performance tests.

PERFORMANCE TESTS

In certain ratings, satisfactory completion of mandatory performance tests is required prior to participation in Navy-wide advancement examinations. A list of the required performance tests is contained in the *Navy Enlisted Manpower and Personnel Classification and Occupational Standards* (NAVPERS 18068D).

Performance tests should be ordered in the ratio of one test for every six candidates in the rating and paygrade involved. Each test booklet contains three equivalent forms of the performance tests. The new performance tests are effective upon receipt and supersede the previous series. The previous series may be retained and

ANSWERS TO QUESTIONS Q1. THROUGH Q3.

A1. The Manual of Advancement, BUPERSINST 1430.16B, is the primary reference for Navy-wide examination procedures.

A2. The examination board must be composed of at least three officers or civilians.

A3. The senior member of the command examination board must be at least a lieutenant.

used as substitute tests (except teletyping), provided the requirements as set forth in the *Navy Enlisted Manpower and Personnel Classification and Occupational Standards* (NAVPERS 18068D) have not changed since the series was issued.

Q7. On what page of the enlisted service record should you enter a member's successful completion of the MIL/LEAD examination?

Q8. What enlisted service record entry, if any, is required for those individuals who fail the MIL/LEAD examination?

Q9. Once the MIL/LEAD examination is graded, what should you do with the used answer sheets?

Q10. Who is responsible for grading MIL/LEAD and E-3 examinations?

Performance tests are administered by one of the officers of the command examining board. The officer may be assisted by petty officers, as long as the petty officers are senior to those being examined. Detailed instructions for the administration of performance tests are contained on the cover page of each individual performance test. The tests should be administered at least once each quarter, but commanding officers may schedule performance tests more often if local conditions demand. Candidates will be permitted to complete the performance test for the next higher paygrade only. The performance tests are scored at the activity level and are graded on a PASS/FAIL basis. The successful completion of performance test requirements are recorded on the individual's PAR record.

After the performance tests have been graded and the results recorded, the answer sheets must be destroyed by burning (or by other approved methods of destruction of classified material, such as, shredding or pulping).

The performance tests should be retained for further use until destruction is directed by the CO, NAVEDTRAPRODEVCEN.

DETERMINING ELIGIBILITY

Before the examinations are ordered, the ESO should solicit recommendations for advancement from the various departments and use these recommendations as a basis for ordering the examinations and determining eligibility. Although there is no standard form for this purpose, figure 6-2 is a sample form provided for your information and use.

Before each examination cycle, the examination board should provide each department with the recommendation form and set a deadline date for returning these forms. Once the forms are returned, the board compares the information on the forms with the candidate's service record and determines the candidate's eligibility by verifying that the candidate has met the following requirements:

1. Completed the mandatory personnel advancement requirements (PARs), which include a performance test when applicable.
2. Completed the mandatory Navy training manual.
3. Successfully completed service school for a particular paygrade or rating, if required.
4. Met the citizenship or security clearance requirements for advancement in certain rates or ratings.
5. Met minimum performance criteria. For advancement to paygrades E-4 through E-6, the candidate must have a performance mark average of at least 3.0 for the computation period specified for the advancement cycle in which the member is a candidate. No minimum performance mark average is required for E-7, E-8, and E-9 candidates.
6. Be in the proper path of advancement.
7. Must have fulfilled special requirements for certain ratings.
8. Not be involved in circumstances that render the candidate ineligible for advancement.
9. Not be a selectee for appointment to temporary officer or warrant status. Selectees for temporary officer and warrant appointments are ineligible to be considered for selection by the E-7, E-8, or E-9 selection boards unless formal, written declination of the unexecuted appointment is received by Commander, Naval Military Personnel Command (CNMPC) prior to the

convening date of the enlisted selection for which the member would otherwise meet eligibility requirements.

10. Fulfilled time-in-rate (TIR) requirements, based upon the terminal eligibility date (TED) issued by the exam cycle in BUPERSNOTE 1418.

11. Completed the applicable military/leadership examination. MIL/LEAD examination completion is required for E-4 through E-7 candidates.

12. Recommended for advancement by the commanding officer.

You have now determined whether or not the personnel on the list are eligible. You have also verified that all requirements for advancement have been completed by the candidates and properly documented in the service records prior to the deadline date prescribed in the examination cycle (BUPERSNOTE 1418). You should notify the heads of the departments in which ineligible personnel are assigned and tell them what requirements were not satisfied for each candidate.

Q11. What manual should you consult to determine if a particular rating requires the successful completion of a performance test?

Q12. The instructions for administering performance tests are set forth in what reference?

Q13. The successful completion of a performance test by a Navy member should be entered in what record?

You should have the commanding officer initial the final recommendation forms (making sure to delete those personnel not qualified). This signed form constitutes the official recommendation for advancement. The recommendation for advancement entries can now be entered on the candidate's service record, page 9. The completed recommendation forms should be placed in the command's 1430 file.

ANSWERS TO QUESTIONS Q4. THROUGH Q10.

A4. The commanding officer determines the date on which the MIL/LEAD exams will be administered.

A5. To qualify for advancement examinations, members serving in paygrades E-3 through E-6 must successfully complete the appropriate MIL/LEAD examinations.

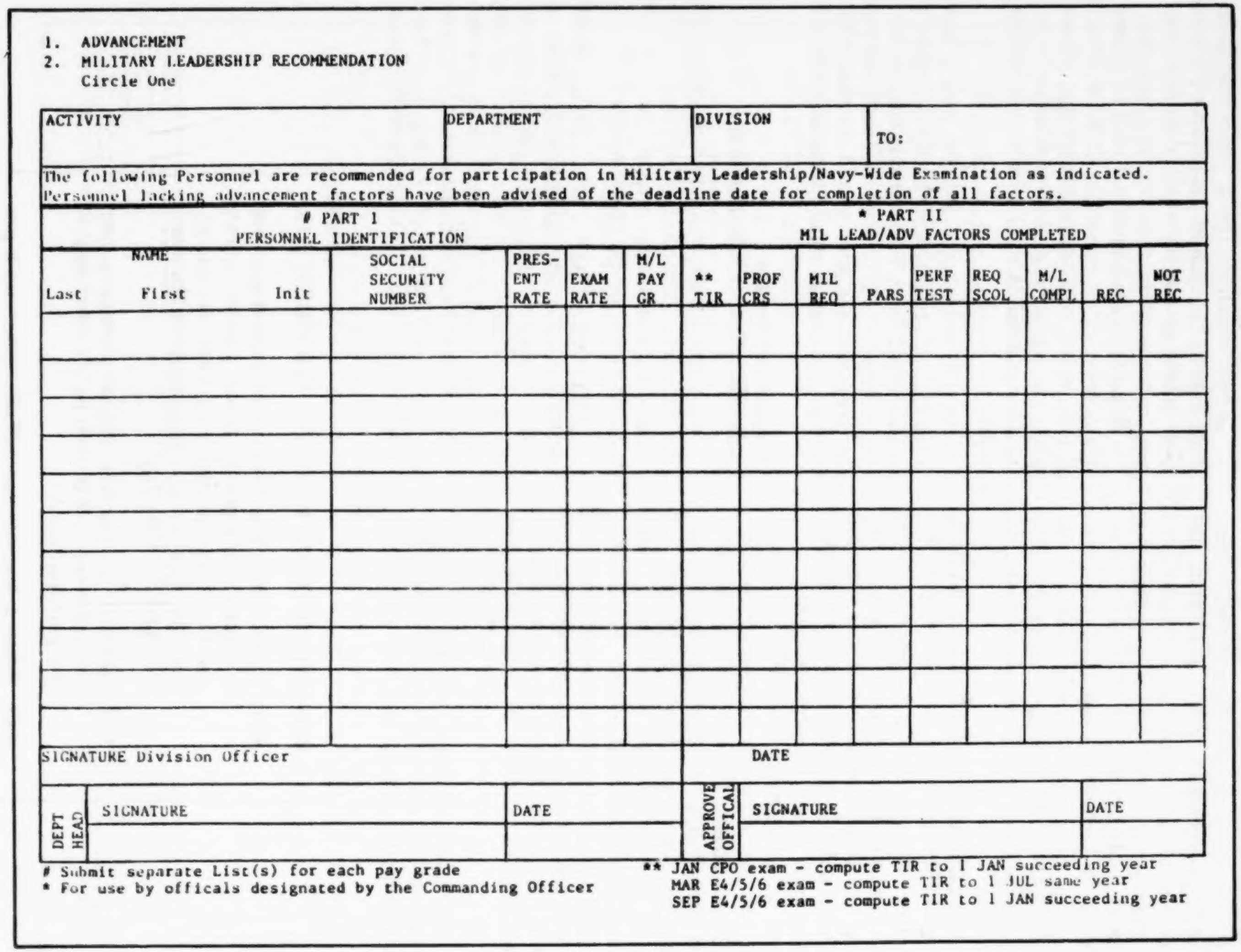
A6. Only E-3 members who are authorized advancement to E-4 but have not yet been advanced can participate in the E-5 MIL/LEAD examination.

A7. The completion of a member's MIL/LEAD examination should be entered on page 4 of the service record (NAVPERS 1070/604).

A8. No entry in the enlisted service record is required for individuals who fail the MIL/LEAD examination.

A9. The used MIL/LEAD answer sheets should be forwarded to the CO, NAVEDTRAPRODEVCEN.

A10. MIL/LEAD and E-3 examinations are graded by a member of the command examination board.



1. ADVANCEMENT
2. MILITARY LEADERSHIP RECOMMENDATION
Circle One

ACTIVITY	DEPARTMENT	DIVISION	TO:

The following Personnel are recommended for participation in Military Leadership/Navy-Wide Examination as indicated. Personnel lacking advancement factors have been advised of the deadline date for completion of all factors.

# PART I PERSONNEL IDENTIFICATION					* PART II MIL LEAD/ADV FACTORS COMPLETED								
NAME Last First Init	SOCIAL SECURITY NUMBER	PRES-ENT RATE	EXAM RATE	M/L PAY GR	** TIR	PROF CRS	MIL REQ	PARS	PERF TEST	REQ SCOL	M/L COMPL	REC	NOT REC

SIGNATURE Division Officer	DATE

DEPT HEAD	SIGNATURE	DATE	APPROVE OFFICAL	SIGNATURE	DATE

Submit separate List(s) for each pay grade
* For use by officals designated by the Commanding Officer

** JAN CPO exam - compute TIR to 1 JAN succeeding year
MAR E4/5/6 exam - compute TIR to 1 JUL same year
SEP E4/5/6 exam - compute TIR to 1 JAN succeeding year

299.14

Figure 6-2.—Recommendation for advancement/MIL/LEAD form.

Ordering Navy-Wide Advancement Examinations

NAVEDTRAPRODEVCEN forwards the Examination Ordering Instructions and Order Forms (NETPDC 1418/6) for the upcoming E-4/E-5/E-6 examination cycle along with the test results from the preceding examination cycle. For instance, the envelope containing the examination results of the March examination cycle will also include the examination order forms (NETPDC 1418/6) to be filled out for the next examination cycle. These forms must be completed and returned to NAVEDTRAPRODEVCEN, Pensacola, FL 32509-5000, no later than 2 months prior to the examination date.

Ordering instructions and forms for the next E-7 examination cycle are forwarded with the results from the previous E-7 selection board results. Commands that do not receive the ordering forms and instructions should request them from NAVEDTRAPRODEVCEN at least 3 months prior to the examination cycle.

Prior to completing the NETPDC Form 1418/6, you must determine the probable number of eligible candidates. You determine the probable number by reviewing the recommendation forms received by the department heads and by reviewing the prospective gains list of the command Enlisted Distribution Verification Report (EDVR). For example, either of the below situations could develop; in such situations, the EDVR is very useful to you in making a good determination of numbers of examinations to order.

1. The command may not have a particular rating such as HT3 on board *at the present time*, but the prospective gain list may indicate an HT3 is reporting on board prior to the second class examination date.
2. After reviewing the EDVR, you find out that there are several new MM2s due to report on board before the first class examination date.

In both situations above, you would order an examination for each of the prospective gains *if* you cannot determine whether an examination was ordered by the transferring command.

Regardless of the method used to determine the number of examinations to be ordered, the system should ensure that a sufficient number of examinations is ordered to provide an examination for all candidates who are eligible to take the exam.

NOTE: When applicable, be sure to include examination requirements for PO1 limited duty officer candidates who are not eligible for advancement to CPO because of insufficient service in paygrade, but who must take the CPO examination to obtain eligibility to apply for LDO.

Preparation for the Administration of Examinations

Now that the examinations have been ordered, the following important procedures should be followed to properly prepare for the actual administration of the examination.

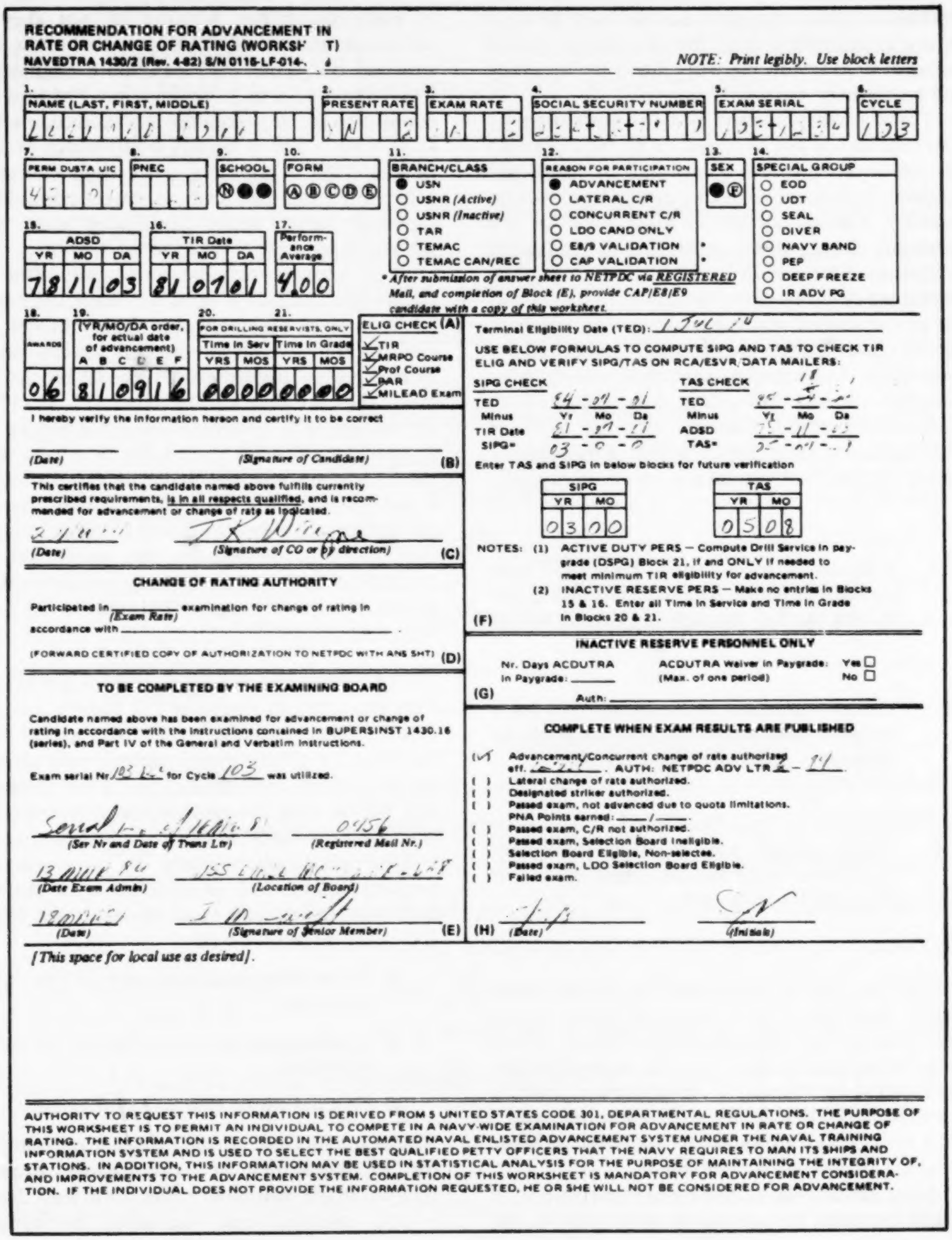
PREPARATION OF THE WORKSHEET.—After the examinations have been ordered, make arrangements with the personnel office to obtain the service records of the personnel recommended. You need the service records to prepare the Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA Form 1430/2 (fig. 6-3), commonly

ANSWERS TO QUESTIONS Q13. THROUGH Q15.

A11. To determine whether or not a performance test is required for a specific rating, you should consult the Navy Enlisted Manpower and Personnel Classification and Occupational Standards (NAVPERS 18068D).

A12. Detailed instructions for administering performance tests are printed on the cover page of the performance test.

A13. When a member successfully completes a performance test, this information should be recorded in the member's PAR.



RECOMMENDATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSH T)
NAVEDTRA 1430/2 (Rev. 4-82) S/N 0115-LF-014-

NOTE: Print legibly. Use block letters

1. NAME (LAST, FIRST, MIDDLE): [illegible]
2. PRESENT RATE: [illegible]
3. EXAM RATE: [illegible]
4. SOCIAL SECURITY NUMBER: [illegible]
5. EXAM SERIAL: [illegible]
6. CYCLE: 103
7. PERM DUSTA UIC: [illegible]
8. PNEC:
9. SCHOOL: Ⓝ ● ●
10. FORM: Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
11. BRANCH/CLASS
- ● USN
- ○ USNR *(Active)*
- ○ USNR *(Inactive)*
- ○ TAR
- ○ TEMAC
- ○ TEMAC CAN/REC

12. REASON FOR PARTICIPATION
- ● ADVANCEMENT
- ○ LATERAL C/R
- ○ CONCURRENT C/R
- ○ LDO CAND ONLY
- ○ E8/9 VALIDATION *
- ○ CAP VALIDATION *

13. SEX: ● Ⓕ
14. SPECIAL GROUP
- ○ EOD
- ○ UDT
- ○ SEAL
- ○ DIVER
- ○ NAVY BAND
- ○ PEP
- ○ DEEP FREEZE
- ○ IR ADV PG

15. ADSD			16. TIR Date			17. Performance Average
YR	MO	DA	YR	MO	DA	
78	11	03	81	07	01	4.00

* *After submission of answer sheet to NETPDC via REGISTERED Mail, and completion of Block (E), provide CAP/E8/E9 candidate with a copy of this worksheet.*

18. AWARDS	19. (YR/MO/DA order, for actual date of advancement)						20. FOR DRILLING RESERVISTS, ONLY Time in Serv		21. Time in Grade	
	A	B	C	D	E	F	YRS	MOS	YRS	MOS
06	8	1	0	9	1	6	00	00	00	00

ELIG CHECK (A)
- ☑ TIR
- ☑ MRPO Course
- ☑ Prof Course
- ☑ PAR
- ☑ MILEAD Exam

I hereby verify the information hereon and certify it to be correct

________ (Date) ________ (Signature of Candidate) (B)

This certifies that the candidate named above fulfills currently prescribed requirements, is in all respects qualified, and is recommended for advancement or change of rate as indicated.

(Date) (Signature of CO or by direction) (C)

CHANGE OF RATING AUTHORITY

Participated in ________ *(Exam Rate)* examination for change of rating in accordance with ________________ .

(FORWARD CERTIFIED COPY OF AUTHORIZATION TO NETPDC WITH ANS SHT) (D)

TO BE COMPLETED BY THE EXAMINING BOARD

Candidate named above has been examined for advancement or change of rating in accordance with the instructions contained in BUPERSINST 1430.16 (series), and Part IV of the General and Verbatim Instructions.

Exam serial Nr 103 [illegible] for Cycle 103 was utilized.

Serial [illegible] (Ser Nr and Date of Trans Ltr) 0456 (Registered Mail Nr.)

13 MAR 84 (Date Exam Admin) [illegible] (Location of Board)

18 MAR [illegible] (Date) (Signature of Senior Member) (E)

Terminal Eligibility Date (TED): 1 Jul 84

USE BELOW FORMULAS TO COMPUTE SIPG AND TAS TO CHECK TIR ELIG AND VERIFY SIPG/TAS ON RCA/ESVR DATA MAILERS:

SIPG CHECK				TAS CHECK			
	Yr	Mo	Da		Yr	Mo	Da
TED	84	07	01	TED	84	18	[illegible]
Minus TIR Date	81	07	01	Minus ADSD	78	11	03
SIPG=	03	0	0	TAS=	05	07	[illegible]

Enter TAS and SIPG in below blocks for future verification

SIPG		TAS	
YR	MO	YR	MO
03	00	05	08

NOTES: (1) ACTIVE DUTY PERS — Compute Drill Service in paygrade (DSPG) Block 21, if and ONLY if needed to meet minimum TIR eligibility for advancement.

(2) INACTIVE RESERVE PERS — Make no entries in Blocks 15 & 16. Enter all Time in Service and Time in Grade in Blocks 20 & 21. (F)

INACTIVE RESERVE PERSONNEL ONLY

Nr. Days ACDUTRA in Paygrade: ______

ACDUTRA Waiver in Paygrade: (Max. of one period) Yes ☐ No ☐

Auth: ________________ (G)

COMPLETE WHEN EXAM RESULTS ARE PUBLISHED

- (✓) Advancement/Concurrent change of rate authorized eff. [illegible]. AUTH: NETPDC ADV LTR 2 - 84.
- ( ) Lateral change of rate authorized.
- ( ) Designated striker authorized.
- ( ) Passed exam, not advanced due to quota limitations. PNA Points earned: ____ / ____.
- ( ) Passed exam, C/R not authorized.
- ( ) Passed exam, Selection Board Ineligible.
- ( ) Selection Board Eligible, Non-selectee.
- ( ) Passed exam, LDO Selection Board Eligible.
- ( ) Failed exam.

(H) (Date) (Initials)

[This space for local use as desired].

AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 301, DEPARTMENTAL REGULATIONS. THE PURPOSE OF THIS WORKSHEET IS TO PERMIT AN INDIVIDUAL TO COMPETE IN A NAVY-WIDE EXAMINATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING. THE INFORMATION IS RECORDED IN THE AUTOMATED NAVAL ENLISTED ADVANCEMENT SYSTEM UNDER THE NAVAL TRAINING INFORMATION SYSTEM AND IS USED TO SELECT THE BEST QUALIFIED PETTY OFFICERS THAT THE NAVY REQUIRES TO MAN ITS SHIPS AND STATIONS. IN ADDITION, THIS INFORMATION MAY BE USED IN STATISTICAL ANALYSIS FOR THE PURPOSE OF MAINTAINING THE INTEGRITY OF, AND IMPROVEMENTS TO THE ADVANCEMENT SYSTEM. COMPLETION OF THIS WORKSHEET IS MANDATORY FOR ADVANCEMENT CONSIDERATION. IF THE INDIVIDUAL DOES NOT PROVIDE THE INFORMATION REQUESTED, HE OR SHE WILL NOT BE CONSIDERED FOR ADVANCEMENT.

299.15

Figure 6-3.—Sample worksheet, NAVPERS Form 1430/2.

referred to as the examination worksheet. Generally, Personnelmen are involved in the preparation of the worksheets. When the worksheets are completed, and at least 10 days before examination date, the candidates should be called in to review the worksheets for accuracy and to sign the forms.

The worksheet is used as a checkoff sheet by the examination board to ensure all requirements for advancement are completed in time and properly documented in the candidates' service records. The worksheet is also used by the candidate during the examination to transcribe worksheet information to the answer sheet. The worksheet contains information computed from the service record relating to the candidate. You should ensure entries are thoroughly checked for accuracy. Inaccurate information creates inequities to the individual candidates. Such information could possibly prevent a fully qualified candidate from being advanced or enable unqualified candidates to be advanced.

Q14. What performance mark average (PMA) is required for an individual to be eligible to take the E-4 through E-6 examination?

Q15. The advancement recommendation for a member is entered on which page of the member's enlisted service record?

Q16. When should you have advancement candidates verify and sign their worksheet (NAVPERS 1430/2)?

The importance of the accuracy of the information you take from the candidate's service record cannot be overemphasized. Block by block preparation instructions for the worksheet are contained in the *Manual of Advancement*, chapter 4, and in BUPERSNOTE 1418. These references must be followed explicitly if you are to achieve accuracy on the worksheet form.

Most people who prepare worksheets do so in pencil; however, you should be aware that the use of a pencil can present problems, especially if you use a pencil to complete those blocks that affect the candidates' final multiple score (FMS). Suppose that you complete the performance mark average (PMA) for a PN2 candidate, and the end result is 3.36. A PMA of 3.36 equates to 31.60 points on the FMS (3.36 × 60 − 170 = 31.60). Most of today's candidates know that their FMS is what determines whether or not they are advanced, and not all candidates are honest. Now suppose the same PN2 candidate changes the PMA from 3.36 to 3.86. The new PMA of 3.86 equates to 61.60 points on the candidate's FMS (3.86 × 60 − 170 = 61.60), a difference of 30.00 points. This is certainly more than enough to affect any candidate's advancement possibilities; especially since some candidates miss being advanced by only a fraction of a point.

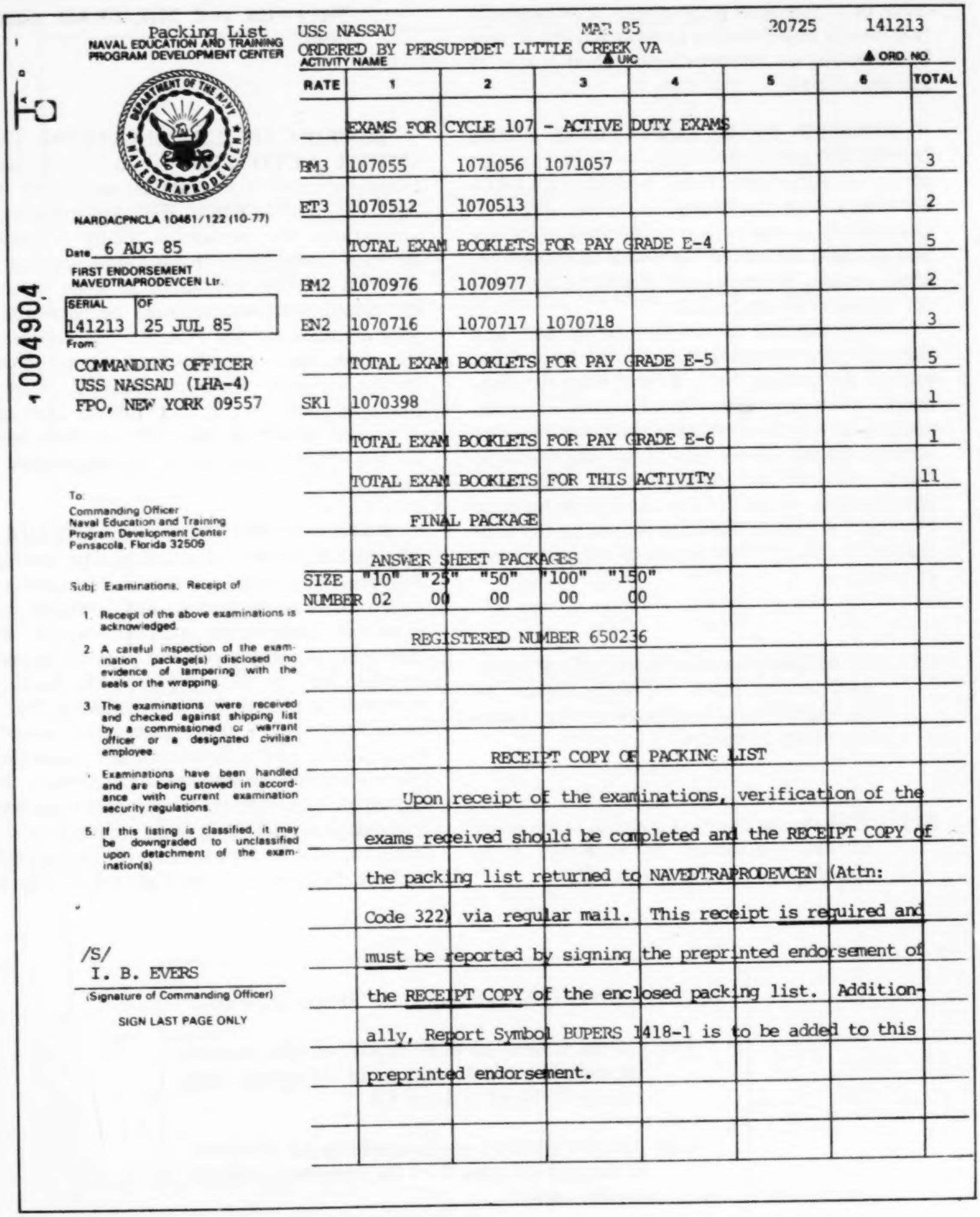
You must avoid the above situation and ensure the candidate does not have the opportunity to make any changes to the worksheet. You can do this by completing all blocks on the worksheet in pencil *except* those blocks that affect the candidate's FMS (blocks 15, 16, 17, 18, 19, 20, and 21). Complete the FMS blocks with an unusual color felt tip marker or pen to which the candidate will not have access during the examination. This method of filling out the worksheet will allow the board member to ensure that the information on the worksheet was properly transferred to the answer sheet and that no unauthorized changes were made to the blocks affecting the FMS.

ACCOUNTABILITY OF EXAMINATIONS.—The integrity of the Navy's advancement system depends to a great extent upon the security of the examinations and absolute accountability of examinations. Your command will receive only the examinations ordered from NAVEDTRAPRODEVCEN. The examinations will be listed alphabetically, by paygrade, on a packing list (fig. 6-4). In addition to the examinations you order, you must also account for the following examinations:

- Examinations received from other activities
- Examinations transferred to other activities
- Examinations that are destroyed

All documents and correspondence pertaining to the accountability of examinations must be retained in the command's files for at least 2 years.

All examinations, including performance tests, E-3 (apprenticeship) examinations, and military/leadership examinations, must at all times be in the custody of a commissioned officer, warrant officer, designated civilian, or when *specifically designated as officer-in-charge of a*



Packing List
NAVAL EDUCATION AND TRAINING
PROGRAM DEVELOPMENT CENTER

NARDACPNCLA 10461/122 (10-77)

004904

Date 6 AUG 85

FIRST ENDORSEMENT
NAVEDTRAPRODEVCEN Ltr.

SERIAL	OF
141213	25 JUL 85

From:

COMMANDING OFFICER
USS NASSAU (LHA-4)
FPO, NEW YORK 09557

To:

Commanding Officer
Naval Education and Training
Program Development Center
Pensacola, Florida 32509

Subj: Examinations, Receipt of

1. Receipt of the above examinations is acknowledged.
2. A careful inspection of the examination package(s) disclosed no evidence of tampering with the seals or the wrapping.
3. The examinations were received and checked against shipping list by a commissioned or warrant officer or a designated civilian employee.
4. Examinations have been handled and are being stowed in accordance with current examination security regulations.
5. If this listing is classified, it may be downgraded to unclassified upon detachment of the examination(s).

/S/
I. B. EVERS
(Signature of Commanding Officer)

SIGN LAST PAGE ONLY

USS NASSAU MAR 85 20725 141213
ORDERED BY PERSUPPDET LITTLE CREEK VA
ACTIVITY NAME ▲ UIC ▲ ORD. NO.

RATE	1	2	3	4	5	6	TOTAL
	EXAMS FOR CYCLE 107 - ACTIVE DUTY EXAMS						
BM3	107055	1071056	1071057				3
ET3	1070512	1070513					2
	TOTAL EXAM BOOKLETS FOR PAY GRADE E-4						5
BM2	1070976	1070977					2
EN2	1070716	1070717	1070718				3
	TOTAL EXAM BOOKLETS FOR PAY GRADE E-5						5
SK1	1070398						1
	TOTAL EXAM BOOKLETS FOR PAY GRADE E-6						1
	TOTAL EXAM BOOKLETS FOR THIS ACTIVITY						11

FINAL PACKAGE

ANSWER SHEET PACKAGES

SIZE	"10"	"25"	"50"	"100"	"150"
NUMBER	02	00	00	00	00

REGISTERED NUMBER 650236

RECEIPT COPY OF PACKING LIST

Upon receipt of the examinations, verification of the exams received should be completed and the RECEIPT COPY of the packing list returned to NAVEDTRAPRODEVCEN (Attn: Code 322) via regular mail. This receipt is required and must be reported by signing the preprinted endorsement of the RECEIPT COPY of the enclosed packing list. Additionally, Report Symbol BUPERS 1418-1 is to be added to this preprinted endorsement.

299.16

Figure 6-4.—Sample of examination packing list.

personnel support detachment, a chief, senior chief, or master chief petty officer. If an examination is to be transferred to another activity, it must be carried by an authorized individual or sent by registered mail.

RECEIPT OF EXAMINATIONS FROM NAVEDTRAPRODEVCEN.—Upon receipt of the examinations from NAVEDTRAPRODEVCEN, the package(s) must be delivered immediately to the person authorized to receive and maintain custody of Navy-wide examinations. Upon receipt, the package(s) should be inspected for evidence of tampering.

The package(s) should then be opened, and the individual examinations should be verified against the packing list provided with the shipment. The examination serial numbers on the packing list and those on the examination booklets should coincide. In the case of missing examinations, evidence of tampering, or any other discrepancies, a detailed report must be made to NAVEDTRAPRODEVCEN following the procedures outlined in the *Manual of Advancement*, chapter 6.

Q17. In addition to the Manual of Advancement, what other reference should be reviewed when examination worksheets are being completed?

Q18. Why should the final multiple score areas of the worksheet be recorded with something other than a pencil?

Q19. What person(s) can maintain custody of Navy-wide and MIL/LEAD examinations?

RECEIPT OF EXAMINATIONS FROM OTHER ACTIVITIES.—You might receive examinations from activities other than NAVEDTRAPRODEVCEN; for instance, examinations for personnel being transferred to your command, or personnel on leave in the area of your command. In some instances, individual examinations may be forwarded to your command for you to administer. In this case, since examinations remain charged to the original receiving activity, a receipt must be sent to the forwarding command. A receipt should be made by an endorsement to the forwarding letter accompanying the exams.

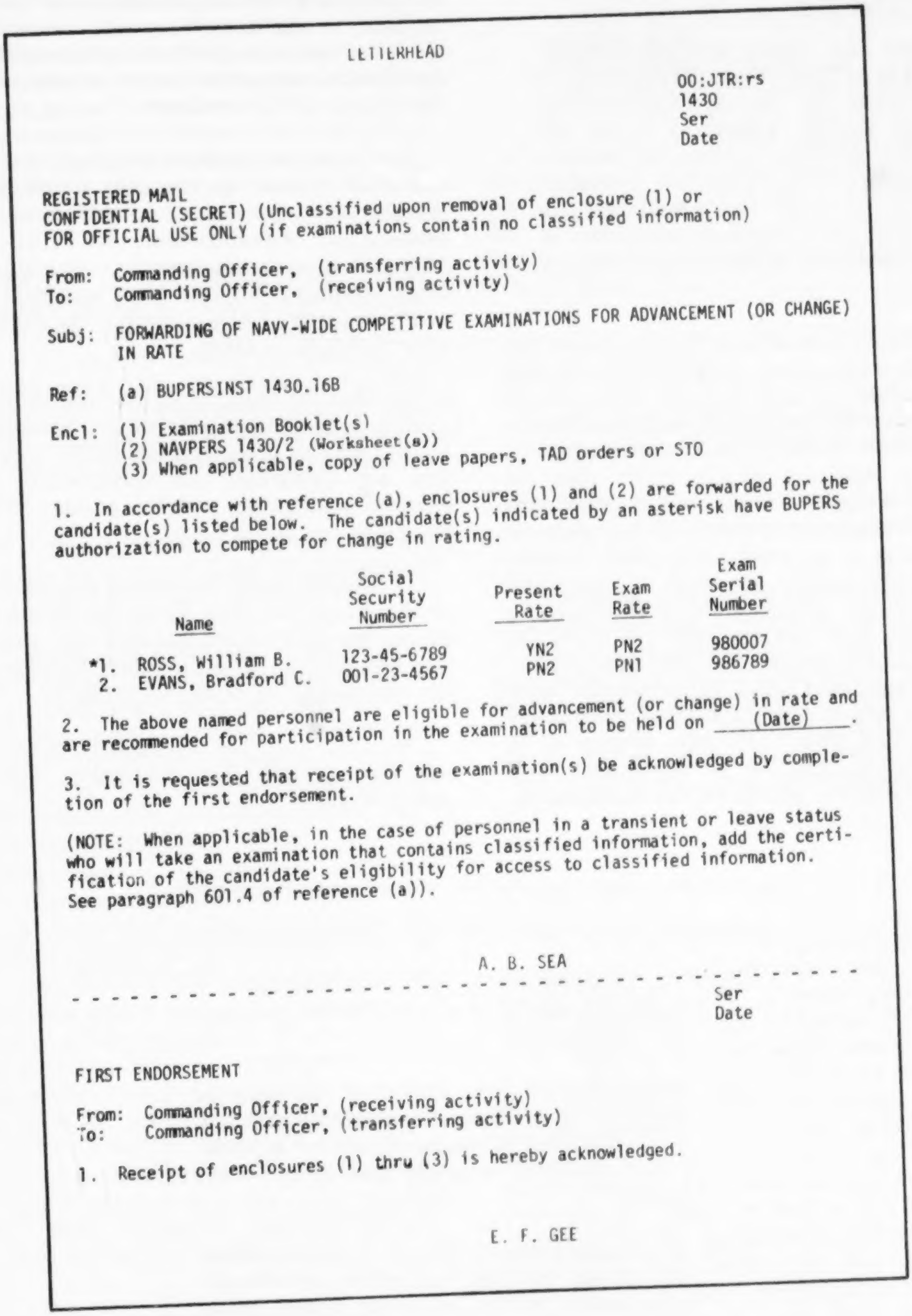
PROCEDURES FOR TRANSFERRING EXAMINATIONS.—Candidates who are eligible and otherwise qualified should be examined at their individual permanent duty stations on the regularly scheduled administration date. However, at times this is not possible because a member may be on leave or TAD during the examination period. In these instances, the command must make arrangements to ensure an examination and a worksheet are forwarded to the command nearest the candidate's leave address or TAD station. A copy of the candidate's leave papers (including leave address) or TAD orders should be forwarded with the worksheet and the examination. See figure 6-5. The leave

ANSWERS TO QUESTIONS Q14. THROUGH Q16.

A14. For an individual to be eligible to take the E-4 through E-6 examinations, an individual must have a PMA of at least 3.0.

A15. An advancement recommendation for a member is entered on page 9 of the member's enlisted service record.

A16. A member's worksheet should be verified and signed by the member at least 10 days before the examination date.



LETTERHEAD

00:JTR:rs
1430
Ser
Date

REGISTERED MAIL
CONFIDENTIAL (SECRET) (Unclassified upon removal of enclosure (1) or
FOR OFFICIAL USE ONLY (if examinations contain no classified information)

From: Commanding Officer, (transferring activity)
To: Commanding Officer, (receiving activity)

Subj: FORWARDING OF NAVY-WIDE COMPETITIVE EXAMINATIONS FOR ADVANCEMENT (OR CHANGE) IN RATE

Ref: (a) BUPERSINST 1430.16B

Encl: (1) Examination Booklet(s)
(2) NAVPERS 1430/2 (Worksheet(s))
(3) When applicable, copy of leave papers, TAD orders or STO

1. In accordance with reference (a), enclosures (1) and (2) are forwarded for the candidate(s) listed below. The candidate(s) indicated by an asterisk have BUPERS authorization to compete for change in rating.

Name	Social Security Number	Present Rate	Exam Rate	Exam Serial Number
*1. ROSS, William B.	123-45-6789	YN2	PN2	980007
2. EVANS, Bradford C.	001-23-4567	PN2	PN1	986789

2. The above named personnel are eligible for advancement (or change) in rate and are recommended for participation in the examination to be held on ____(Date)____.

3. It is requested that receipt of the examination(s) be acknowledged by completion of the first endorsement.

(NOTE: When applicable, in the case of personnel in a transient or leave status who will take an examination that contains classified information, add the certification of the candidate's eligibility for access to classified information. See paragraph 601.4 of reference (a)).

A. B. SEA

- -

Ser
Date

FIRST ENDORSEMENT

From: Commanding Officer, (receiving activity)
To: Commanding Officer, (transferring activity)

1. Receipt of enclosures (1) thru (3) is hereby acknowledged.

E. F. GEE

299.17

Figure 6-5.—Sample letter of transmittal for transferring exams.

papers or TAD orders should contain the following statement:

> You may report to (THE DESIGNATED ACTIVITY) on (THE DATE) to participate in the (CANDIDATE'S EXAM RATE). Failure to report will normally disqualify you for a substitute examination upon return to your permanent duty station. You must ensure that you have your leave papers/TAD orders in your possession, as well as your military ID.

Candidates should be fully informed of the examination procedures and advised to arrange their schedules so that they can report at the examining activity on the scheduled examination date. The letter of examination transmittal should contain a statement to the effect that the individual is eligible and has been recommended for examination participation. If the candidate is participating in an examination that contains classified information, the letter of transmittal forwarding the examination must contain a certification that the candidate possesses the required security clearance needed to participate.

The examination board and/or the ESO must follow the guidelines in the *Manual of Advancement*, BUPERSINST 1430.16B, chapter 6, to ensure the examination is forwarded to a command that can administer the examination. Not all commands have that capability. For instance, Navy recruiting *stations* do not have the capability to administer Navy-wide examinations, only Navy recruiting *districts* have this capability; therefore, it is important that the command follow the *Manual of Advancement*.

The command can do some things to help personnel in a leave or transient status during examination cycles that are not addressed in the *Manual of Advancement*, BUPERSINST 1430.16B. If you are forwarding examinations to other commands for your leave and temporary additional duty (TAD) personnel, the following actions should be taken:

- Mail the examination and the worksheet as early as possible. If time is short, a phone call to the receiving command informing them that you are forwarding an examination could eliminate seating space problems or other problem situations that might occur.

- Double check the mailing address of the receiving command, and ensure you are using the address listed in the latest Standard Navy Distribution List (SNDL). This list should be located in the administration/personnel office.

- Make sure the candidates verify their worksheets before they are mailed with the examinations.

ANSWERS TO QUESTIONS Q17. THROUGH Q19.

A17. The BUPERSNOTE 1418 published for each exam cycle should be reviewed before the exams are administered.

A18. Pencil entries on the worksheet can easily be changed. To eliminate the possibility of fraud, a type and color of writing element not available to the candidate should be used to record the entries.

A19. Any commissioned officer, warrant officer, designated civilian, or when specifically designated as an OIC of a PSD, a chief, senior chief, or master chief petty officer can be authorized to maintain custody of advancement and MIL/LEAD examinations.

- Ensure the candidates know exactly when and where the examination will be administered.

- Instruct the candidates to contact the command who is to administer the examination upon their arrival in the leave/TAD area. This action is necessary to make sure the examination has been received and to let the command know the candidate(s) will be present for the examination.

STOWAGE OF EXAMINATIONS.—Now that you have accounted for all of your examinations, you must provide proper stowage for them. You must be careful in stowing the examinations and performance tests. Examination booklets must be stowed in storage containers and compartments separate from other documents and publications to prevent loss or misplacement of the exams.

The following minimum procedures and precautions for secure stowage of examinations must be observed by the command:

1. Advancement examinations, performance tests, E-3 and military/leadership examinations, and completed examination answer sheets must be in the direct custody of either a commissioned officer, warrant officer, designated civilian, or when specifically designated as officer-in-charge of a personnel support detachment, a chief, senior chief, or master chief petty officer.
2. Examinations, performance tests, and completed answer sheets must be stowed in a safe, vault, or other securely locked space, fastened with a three-tumbler combination lock accessible only to an official listed in paragraph 1 above.
3. Except when a chief, senior chief, or master chief petty officer is specifically designated as the officer-in-charge of a PSD, examinations or performance tests must not be available to enlisted personnel at any time except during administration, and then only to authorized personnel.
4. Reproduction of any part of a Navy-wide examination, performance test, or completed answer sheet, except by NAVEDTRAPRODEVCEN, is strictly prohibited.

Q20. What type mail is used to transfer Navy-wide examinations from one command to another?

Q21. What action should be taken in behalf of an individual who will be either on leave or TAD when the Navy-wide examination is to be given?

Immediately upon receipt of the examinations and just prior to administration of the examinations, the envelopes should be inspected to ensure that no evidence of tampering exists. The classification of examinations is identified by the color of the envelopes.

- SECRET examinations are enclosed in red plastic envelopes.
- CONFIDENTIAL examinations are enclosed in green plastic envelopes.
- FOR OFFICIAL USE ONLY examinations are enclosed in blue plastic envelopes.

REPORT OF LOSS OR COMPROMISE OF EXAMINATION(S).—In any case where the loss or compromise of any examination (including Navy-wide, E-3, military/leadership, and performance tests) is discovered, or circumstances indicate that loss or compromise is possible, a full report must be made following the procedures outlined in the *Manual of Advancement*, chapter 6.

Administrative Procedures

You are now approaching examination time; therefore, you must complete certain administrative matters. About 3 weeks prior to the scheduled date of the administration of the Navy-wide examinations, the senior member of the examination board should conduct a meeting of the other board members. During this meeting, you should review the directives pertinent to the advancement cycle and discuss any new procedures that have been introduced into the system. Any new procedures or instructions would be contained in the applicable examination cycle (BUPERSNOTE 1418). At this time, the following preliminary arrangements should be made:

- Make arrangements for a space sufficient to accommodate examinees.

- Assign proctors required to assist in the administration of the examinations.

- Ensure all board members are aware of the time and place at which the examination is to be administered.

- Make provisions for the materials required to administer the examination.

- Discuss board members' responsibilities during the administration of the examination.

Approximately 10 days prior to the scheduled date of the examination, the examination board should take the following steps:

- Ensure that an examination is available for each candidate for whom a worksheet has been prepared.

- Check for loss or compromise of examinations.

- Double check the worksheets for errors and make necessary corrections.

- Prepare a seating arrangement that will provide maximum comfort consistent with the space accommodations. If practicable, make arrangements for smoking and nonsmoking areas. The seating should be arranged so that candidates taking examinations in the same rating do not sit next to or across from one another.

- If no examination has been provided for some candidates, the A and B method or substitute examination, whichever is appropriate, may be used. No more than two candidates may use the same examination booklet. More specific information on the A and B method and substitute examinations is contained in the *Manual of Advancement*, chapter 7.

The examination board is responsible for providing the following materials for each candidate:

1. One worksheet, NAVEDTRA 1430/2.

2. One unopened examination for the appropriate rating and paygrade.

3. One answer sheet. Only the NETPDC 1430/2 (Rev 4-82) blue answer sheet is authorized.

4. Scratch paper. Normally, two sheets are sufficient. If more is needed, the proctors can provide more.

5. One lead pencil. Candidates should be provided with a no. 1 or electrographic black lead pencil. If any other type pencil is used, it may cause the answer sheet to be improperly processed by the computer. Also, answer sheets must be on a smooth, firm surface when they are marked; any type of soft table covering will result in unsatisfactory answer sheets.

ANSWERS TO QUESTIONS Q20. AND Q21.

A20. The Navy advancement examinations are transferred from one command to another by registered mail.

A21. If an individual is to be on leave or TAD when the Navy-wide examination is to be given, the examination should be forwarded to the Navy command nearest the candidate's leave or TAD address after you ensure the command is authorized to administer Navy-wide examinations.

*6. Candidates for the Quartermaster, Signalman, Operations Specialist, Oceanographer Technician, Boatswain's Mate, and Electronics Warfare Technician ratings should be provided maneuvering boards, parallel rulers, and dividers as appropriate.

*7. Candidates for the Musician (MU) rating should be provided with two sheets of musical manuscript paper.

8. Photographer's Mate (PH) candidates should be provided with a U.S. Navy calculator for vertical aerial photography.

All candidates are permitted to use battery-operated electronic calculators of the NON-PROGRAMMABLE variety, but the candidate must furnish the calculator.

Other than those items listed above, no other examining material or instruments will be allowed into the examination room. Proctors should be made aware of these procedures and ensure that the regulations are observed during the administration of the examination.

EXAMINATION DAY SCHEDULE.—Examinations will normally be administered by paygrade on the days indicated below. Any deviations from this schedule will be announced in the BUPERSNOTE 1418 issued for that specific examination cycle.

PAYGRADE	DAY
Petty officer third class	First Tuesday in March, and the first Thursday after Labor Day in September, or as announced in the BUPERSNOTE 1418
Petty officer second class	Thursday following the PO3 examination in March, and Tuesday following the examination in September, or as announced in the BUPERSNOTE 1418
Petty officer first class	Second Tuesday in March, and the Thursday following the PO2 examination in September, or as announced in the BUPERSNOTE 1418
Chief petty officer	Third Thursday in January or as announced in the BUPERSNOTE 1418

NOTE: Although no examination is administered for senior and master chief petty officers, the command must follow certain requirements each examination cycle in regard to these two paygrades. Approximately mid to late August each year, you will receive the BUPERSNOTE 1418 that provides the basic eligibility requirements for senior and master chief petty officers and information and procedures to be used for that particular examination cycle.

Q22. Navy advancement examinations for the For Official Use Only classification are wrapped in what color envelope?

Q23. Candidates taking Navy advancement exams are allowed to have what type of calculator in the examination room while they are taking the examination?

Deviations from the above schedule may be made only in special circumstances as outlined in the *Manual of Advancement*, BUPERSINST 1430.16B, chapter 7.

RECOMMENDED TIME SCHEDULE FOR ADMINISTRATION.—The exact time schedule for the administration of Navy-wide examinations is left to the discretion of the commanding officer; however, in establishing the schedule, the commanding officer must guard against any possibility of compromise. The time limit of 3 hours for Navy-wide examinations and 2 hours for military/leadership exams must not be exceeded, and no breaks should be allowed. To avoid any possibility of fraud or compromise, adhere to the following schedule unless a deviation is considered absolutely necessary by the commanding officer.

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*NOTE: Log tables and slide rules may be used by any candidate; however, Musicians are NOT authorized to use "musical slide rules." Also, members competing for advancement in the Aviation Antisubmarine Warfare Operator (AW) rating may use 10-point dividers and the air navigation computer.

0730—Muster candidates by military ID cards (also muster proctors at this time).

0745—Distribute sealed examinations, worksheets, and all other materials required for administering the examination.

0800—Read the General and Verbatim Instructions for the Administration of Navy-wide Advancement Examinations Active Duty (verbatim instructions are provided by NAVEDTRAPRODEVCEN). Instruct candidates as to the manner in which they should fill in the answer sheets from the information provided in the worksheets.

0830—Commence examination. TIME LIMIT, 3 HOURS. See note.

1130—End of test.

NOTE: Upon completion of the examination, an officer member of the examination board should be positioned at the exit where candidates turn in all examination materials. This is an important part of the examination process; at this point the examination board member verifies that the candidate has transferred all information from the worksheet to the answer sheet properly and has made no changes in the FMS area of the worksheet. All appropriate spaces should be darkened in below the information provided on the worksheet. The board member should ensure the candidates turn in all testing materials before they leave the examination room.

Administration of Examinations

On the date the examination is administered, the examination board should muster the candidates and seat them in the examination room according to the preplanned arrangements. After distributing the required examination materials, a member of the examining board must read the general and verbatim instructions for the administration of Navy-wide advancement examinations supplied by NAVEDTRAPRODEVCEN.

The examination room must be under the direct supervision of at least one member of the examining board. The member must be present at all times during the administration of the examinations. Proctors must be assigned to assist the examination board. At least one board member or proctor should be provided for every 25 candidates. Although enlisted personnel cannot serve as members of the examining board, chief petty officers (E-7/8/9) may serve as proctors for E-4 through E-7 examinations.

Examining board members and proctors may explain the meaning of the instructions on the face of the examination booklet, but they may not interpret examination items, engage in a discussion about items, or assist the candidates in any way in their solutions. Examining board members must NEVER read examination items to a candidate without prior approval of the Chief of Naval Personnel.

Candidates are not permitted to leave the examining room prior to completing their

ANSWERS TO QUESTIONS Q22. AND Q23.

A22. For Official Use Only exams are wrapped in blue plastic envelopes.

A23. Battery operated electronic calculators of the nonprogrammable variety can be used by candidates while they are taking an advancement examination.

examination except for emergency reasons, and then only if accompanied by an escort designated by the senior examining board member. A member of the examining board must take possession of all examining material during the candidate's absence. Any candidate who leaves the examining room without the permission of the examining board member will be disqualified. If this situation occurs, you must follow the procedures outlined in the *Manual of Advancement*, chapter 7, to ensure the candidate's examination is invalidated.

EXAMINATION COMPLETED.—After candidates have completed the examination, they must turn in the examination, along with all materials, to the examining board member. As previously stated, this is an important part of the examination process. This is the point at which the examining board member should ensure the following checks are made before allowing the candidate to leave the room.

- Verify that the candidate transferred all information properly from the worksheet to the answer sheet.

- Verify that the candidate made no changes on the worksheet that affect the final multiple score.

- Make sure the candidate darkened in the circles properly below each response area.

- Ensure that the candidate turned in all testing materials, including scratch paper.

Q24. During the administration of Navy-wide examinations, what paygrade of enlisted personnel can serve as proctors; what ratio of proctors to candidates is used to determine the number of proctors needed?

Q25. Under what circumstances, if any, can examining board members read examination questions to the candidate?

Q26. What penalty is invoked on an examination candidate who leaves the examination room without permission?

The last page of each examination is called a Subject Matter Section Identification Sheet. This sheet is torn off by the examining board member and retained by the command until the examination results are received. When the results are received, these sheets are attached to the candidate's copy of the Profile Information Sheet and delivered to the candidate. By comparing the profile sheet to the subject identification sheet, the candidates can determine the areas of the rating in which they are strong and the areas in which they are weak. This can serve as a guide to the candidates in their plans for improvement and enrichment in future examinations.

Completed answer sheets must be handled and stowed in the same manner as For Official Use Only documents.

EXAMINATION ACCOUNTABILITY AFTER THE EXAMINATION.—Upon completion of the administration of the examination, all examination booklets, used and unused, and scratch paper used by the candidates must be destroyed by burning (or by alternate methods outlined in the *Department of the Navy Information Security Program Regulation*, OPNAVINST 5510.1G). The destruction must be in the presence of at least two officers, chief petty officers (E-7/8/9), or designated civilians. You must ensure that the examinations you report as being destroyed or transferred coincide with the total number in the accountability summary.

Copies of the destruction report of examinations and receipts for the transfer of examinations must be kept in the command's files for at least 2 years as an official record.

FORWARDING OF EXAMINATION RETURNS.—Upon completion of the administration of the examinations and within 5 working days thereafter, a letter of transmittal must be prepared in the format shown in figure 6-6 and forwarded to the Commanding Officer, NAVEDTRAPRODEVCEN. A separate letter of transmittal must be prepared for each paygrade. Examination returns for each paygrade must be forwarded to NAVEDTRAPRODEVCEN by registered mail. The answer sheets must not be folded or stapled and they should be protected with cardboard backing. Great care should be taken to ensure that examination returns are complete and accurate.

DISPOSITION OF WORKSHEETS (NAVEDTRA 1430/2).—Upon completion of the examination, the senior member of the examination board must fill in the appropriate area of the worksheet and sign it. All worksheets should be retained in a folder until a board member receives the Examination Status Verification Report (ESVR). Upon receipt of the ESVR, the board member annotates the appropriate section of the worksheet, indicating the candidate's advancement status, staples a copy of the examination profile sheet to the worksheet, and files it in the individual's service record. Make sure that the worksheet is not forwarded to NAVEDTRAPRODEVCEN with examination returns.

Q27. Copies of the examination destruction reports must be kept in the command files for at least what period of time?

POSTEXAMINATION PROCEDURES

After the examination cycle, certain procedures must be followed to ensure examination results are received for each candidate, the candidates selected for advancement are advanced correctly, and the service record entries and disbursing forms are completed properly.

After the Navy-wide examinations have been administered and before you receive the results, you should ensure the following service record entry is made (page 13) for personnel who are permanently transferred from your command.

> (DATE) : (NAME) participated in the (JAN/MAR/SEP) 19__ Navy-wide advancement examination, and results have not been received by this command. Upon receipt, the results and the member's ESVR information will be forwarded to (ACTIVITY TO WHICH MEMBER IS TRANSFERRED).

Results of Navy-wide Advancement Examinations

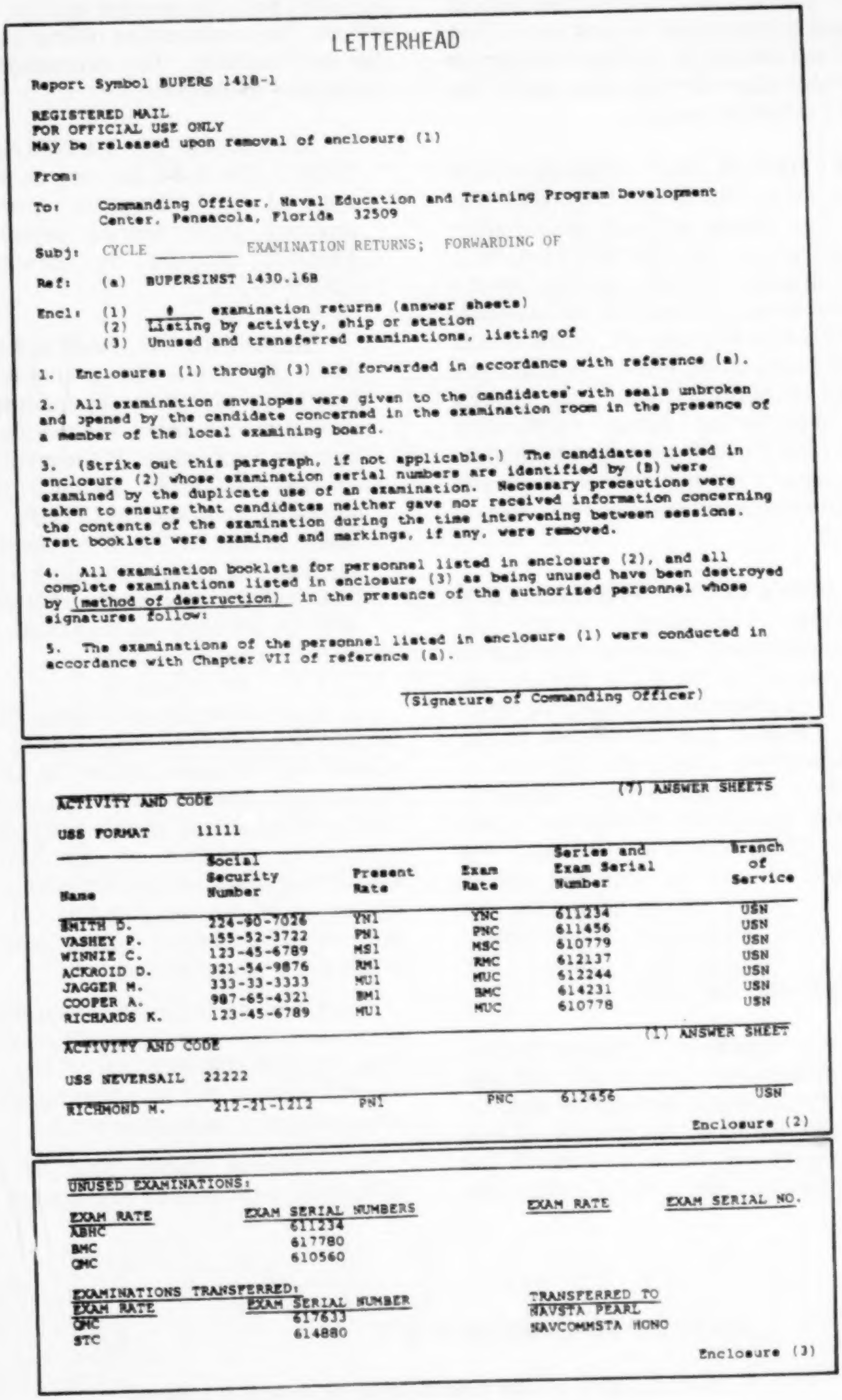
After the examination, the candidates and the commands anxiously await the examination results, which are published by NAVEDTRAPRODEVCEN, Pensacola, Florida. Results are received by the commands approximately 2-3 months from the time PO3 through PO1 candidates take their examinations. E-7 candidates normally must wait approximately 3 months from the time they take their examinations to find out whether or not they are SELECTION BOARD ELIGIBLE. They must wait another 3 months,

ANSWERS TO QUESTIONS Q24. THROUGH Q26.

A24. Proctors of advancement exams must be E7, E8, or E9. One proctor should be provided for every 25 candidates.

A25. Questions can be read to the candidates by a board member only when the Chief of Naval Personnel has granted permission.

A26. If a candidate leaves the exam room without permission, the candidate is disqualified and the examination is invalidated.



LETTERHEAD

Report Symbol BUPERS 1418-1

REGISTERED MAIL
FOR OFFICIAL USE ONLY
May be released upon removal of enclosure (1)

From:

To: Commanding Officer, Naval Education and Training Program Development
Center, Pensacola, Florida 32509

Subj: CYCLE ________ EXAMINATION RETURNS; FORWARDING OF

Ref: (a) BUPERSINST 1430.16B

Encl: (1) ___#___ examination returns (answer sheets)
(2) Listing by activity, ship or station
(3) Unused and transferred examinations, listing of

1. Enclosures (1) through (3) are forwarded in accordance with reference (a).

2. All examination envelopes were given to the candidates with seals unbroken and opened by the candidate concerned in the examination room in the presence of a member of the local examining board.

3. (Strike out this paragraph, if not applicable.) The candidates listed in enclosure (2) whose examination serial numbers are identified by (B) were examined by the duplicate use of an examination. Necessary precautions were taken to ensure that candidates neither gave nor received information concerning the contents of the examination during the time intervening between sessions. Test booklets were examined and markings, if any, were removed.

4. All examination booklets for personnel listed in enclosure (2), and all complete examinations listed in enclosure (3) as being unused have been destroyed by (method of destruction) in the presence of the authorized personnel whose signatures follow:

5. The examinations of the personnel listed in enclosure (1) were conducted in accordance with Chapter VII of reference (a).

(Signature of Commanding Officer)

ACTIVITY AND CODE (7) ANSWER SHEETS

USS FORMAT 11111

Name	Social Security Number	Present Rate	Exam Rate	Series and Exam Serial Number	Branch of Service
SMITH D.	224-90-7026	YN1	YNC	611234	USN
VASHEY P.	155-52-3722	PN1	PNC	611456	USN
WINNIE C.	123-45-6789	MS1	MSC	610779	USN
ACKROID D.	321-54-9876	RM1	RMC	612137	USN
JAGGER M.	333-33-3333	MU1	MUC	612244	USN
COOPER A.	987-65-4321	BM1	BMC	614231	USN
RICHARDS K.	123-45-6789	MU1	MUC	610778	USN

ACTIVITY AND CODE (1) ANSWER SHEET

USS NEVERSAIL 22222

RICHMOND M.	212-21-1212	PN1	PNC	612456	USN

Enclosure (2)

UNUSED EXAMINATIONS:

EXAM RATE	EXAM SERIAL NUMBERS	EXAM RATE	EXAM SERIAL NO.
ABHC	611234		
BMC	617780		
GMC	610560		

EXAMINATIONS TRANSFERRED:

EXAM RATE	EXAM SERIAL NUMBER	TRANSFERRED TO
GMC	617633	NAVSTA PEARL
STC	614880	NAVCOMMSTA HONO

Enclosure (3)

299.18

Figure 6-6.—Sample examination return letter.

while the selection board completes the selection process, to determine whether or not they are SELECTEES. E-8/9 candidates are recommended and nominated in November of each year. They normally find out whether or not they are selectees about 5 months after the selection board has completed the selection process.

EXAMINATION STATUS VERIFICATION REPORT AND RATING CHANGE AUTHORIZATION.—The results of each examination cycle are published by NAVEDTRAPRODEVCEN, Pensacola, Florida. Results for the candidates who took a late substitute examination are normally issued by a separate data mailer.

Within the examination results package, you will find two important items that require action—the Examination Status Verification Report (ESVR) and the Rating Change Authorization (RCA). Each of these items serves an integral part of the examination process, and you should understand both.

EXAMINATION STATUS VERIFICATION REPORT (ESVR).—This report is not to be confused with the command Enlisted Distribution Verification Report. As the name implies, the ESVR (fig. 6-7) requires the command to verify the report upon receipt. The information on the ESVR must be verified against the information on the candidate's worksheet to ensure accuracy. You should also determine whether personnel listed on the ESVR are still recommended for advancement. If the commanding officer withdraws a member's recommendation for advancement after receipt of advancement authorization or selectee notification, the following actions must be taken:

1. A special or regular performance evaluation must be prepared in accordance with the *Navy Enlisted Performance Evaluation* instruction, NMPCINST 1616.1A. The purpose of this evaluation is to support the withdrawal of the member's recommendation and to ensure the member is informed of the right for redress under Article 138, UCMJ. The evaluation must be signed by both the member and the commanding officer. The commanding officer cannot delegate this responsibility. The evaluations should be distributed as follows:

> MEMBERS IN PAYGRADES E-5 THROUGH E-8—As soon as possible, a copy of each evaluation report, with a covering letter bearing report symbol 1430-16, should be forwarded to CNMPC-312.
>
> MEMBERS IN PAYGRADES E-4 AND BELOW—The evaluation report should be placed in the member's local service record unless the member desires to make a statement. If the member elects to make a statement, a copy of the report should be forwarded to CNMPC-312. The same procedure used to forward E-5 through E-8 reports should be followed. Ensure that all provisions of NMPCINST 1616.1A are complied with in the handling of these reports.

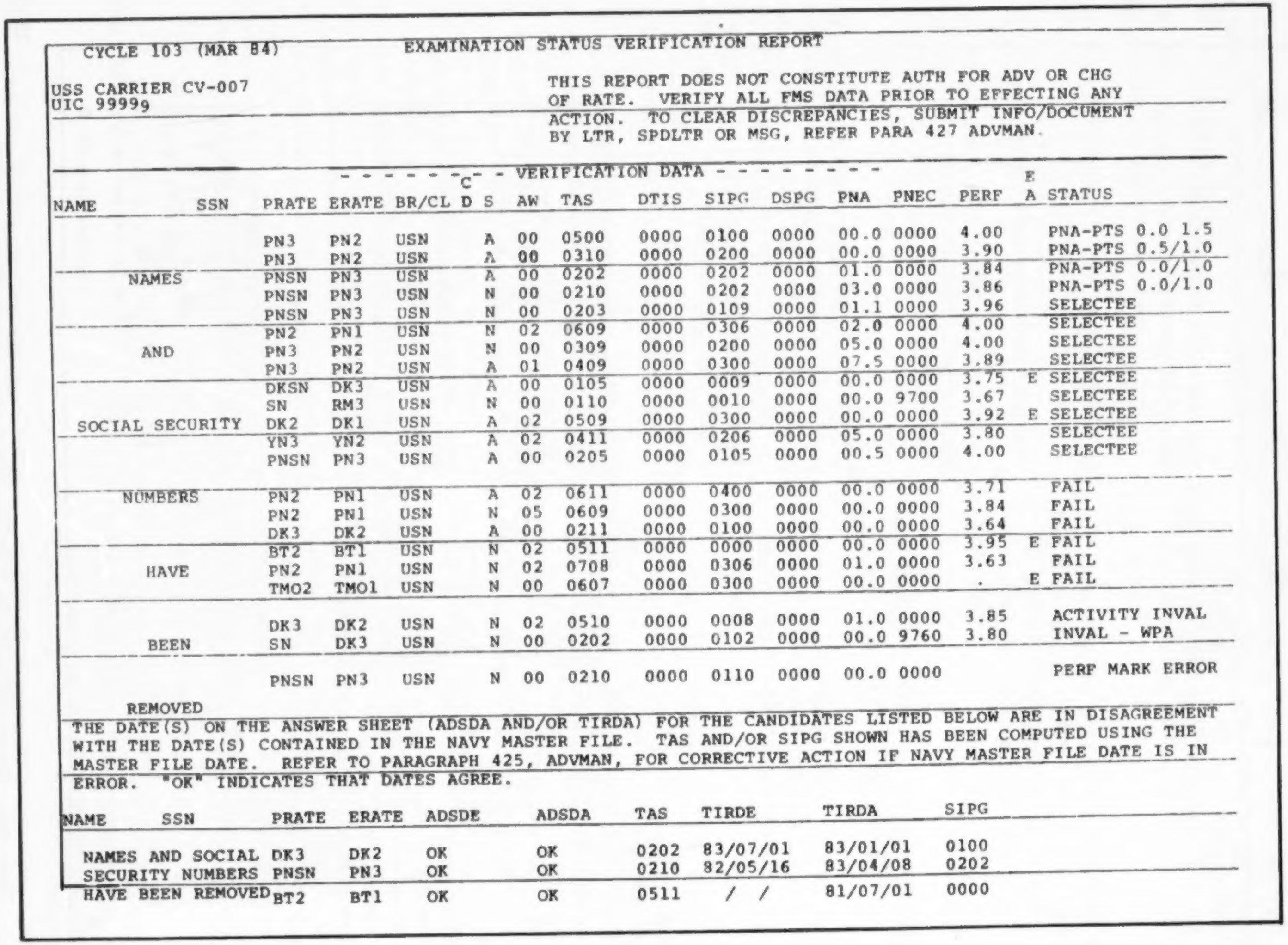
2. A service record entry (page 13) stating that the member has been informed of the right to request redress under Article 138, UCMJ should be prepared. The member's signature is required as acknowledgement of this entry; however, the inadvertent omission of this notification or acknowledgement will neither alter nor invalidate the action of the commanding officer in withdrawing advancement authorization or withholding the advancement.

3. A copy of the letter forwarding the above document(s) must be sent to Commanding Officer, NAVEDTRAPRODEVCEN, Pensacola, FL 32509-5000, for invalidating the member's advancement examination results.

4. A service record, page 10 (NAVPERS 1070/610), must also be prepared in accordance

ANSWER TO QUESTION Q27.

A27. Copies of the examination destruction reports must be retained in the command files for at least 2 years.



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  CYCLE 103 (MAR 84)           EXAMINATION STATUS VERIFICATION REPORT

USS CARRIER CV-007                                  THIS REPORT DOES NOT CONSTITUTE AUTH FOR ADV OR CHG
UIC 99999                                           OF RATE.  VERIFY ALL FMS DATA PRIOR TO EFFECTING ANY
                                                    ACTION.  TO CLEAR DISCREPANCIES, SUBMIT INFO/DOCUMENT
                                                    BY LTR, SPDLTR OR MSG, REFER PARA 427 ADVMAN.

                          - - - - - -C- - VERIFICATION DATA - - - - - - - - -                  E
NAME          SSN      PRATE ERATE BR/CL D S  AW  TAS    DTIS  SIPG  DSPG  PNA  PNEC  PERF  A STATUS

                       PN3   PN2   USN     A  00  0500   0000  0100  0000  00.0 0000  4.00    PNA-PTS 0.0 1.5
                       PN3   PN2   USN     A  00  0310   0000  0200  0000  00.0 0000  3.90    PNA-PTS 0.5/1.0
         NAMES         PNSN  PN3   USN     A  00  0202   0000  0202  0000  01.0 0000  3.84    PNA-PTS 0.0/1.0
                       PNSN  PN3   USN     N  00  0210   0000  0202  0000  03.0 0000  3.86    PNA-PTS 0.0/1.0
                       PNSN  PN3   USN     N  00  0203   0000  0109  0000  01.1 0000  3.96    SELECTEE
                       PN2   PN1   USN     N  02  0609   0000  0306  0000  02.0 0000  4.00    SELECTEE
          AND          PN3   PN2   USN     N  00  0309   0000  0200  0000  05.0 0000  4.00    SELECTEE
                       PN3   PN2   USN     A  01  0409   0000  0300  0000  07.5 0000  3.89    SELECTEE
                       DKSN  DK3   USN     A  00  0105   0000  0009  0000  00.0 0000  3.75  E SELECTEE
                       SN    RM3   USN     N  00  0110   0000  0010  0000  00.0 9700  3.67    SELECTEE
  SOCIAL SECURITY      DK2   DK1   USN     A  02  0509   0000  0300  0000  00.0 0000  3.92  E SELECTEE
                       YN3   YN2   USN     A  02  0411   0000  0206  0000  05.0 0000  3.80    SELECTEE
                       PNSN  PN3   USN     A  00  0205   0000  0105  0000  00.5 0000  4.00    SELECTEE

        NUMBERS        PN2   PN1   USN     A  02  0611   0000  0400  0000  00.0 0000  3.71    FAIL
                       PN2   PN1   USN     N  05  0609   0000  0300  0000  00.0 0000  3.84    FAIL
                       DK3   DK2   USN     A  00  0211   0000  0100  0000  00.0 0000  3.64    FAIL
                       BT2   BT1   USN     N  02  0511   0000  0000  0000  00.0 0000  3.95  E FAIL
          HAVE         PN2   PN1   USN     N  02  0708   0000  0306  0000  01.0 0000  3.63    FAIL
                       TMO2  TMO1  USN     N  00  0607   0000  0300  0000  00.0 0000   .    E FAIL

                       DK3   DK2   USN     N  02  0510   0000  0008  0000  01.0 0000  3.85    ACTIVITY INVAL
          BEEN         SN    DK3   USN     N  00  0202   0000  0102  0000  00.0 9760  3.80    INVAL - WPA

                       PNSN  PN3   USN     N  00  0210   0000  0110  0000  00.0 0000          PERF MARK ERROR

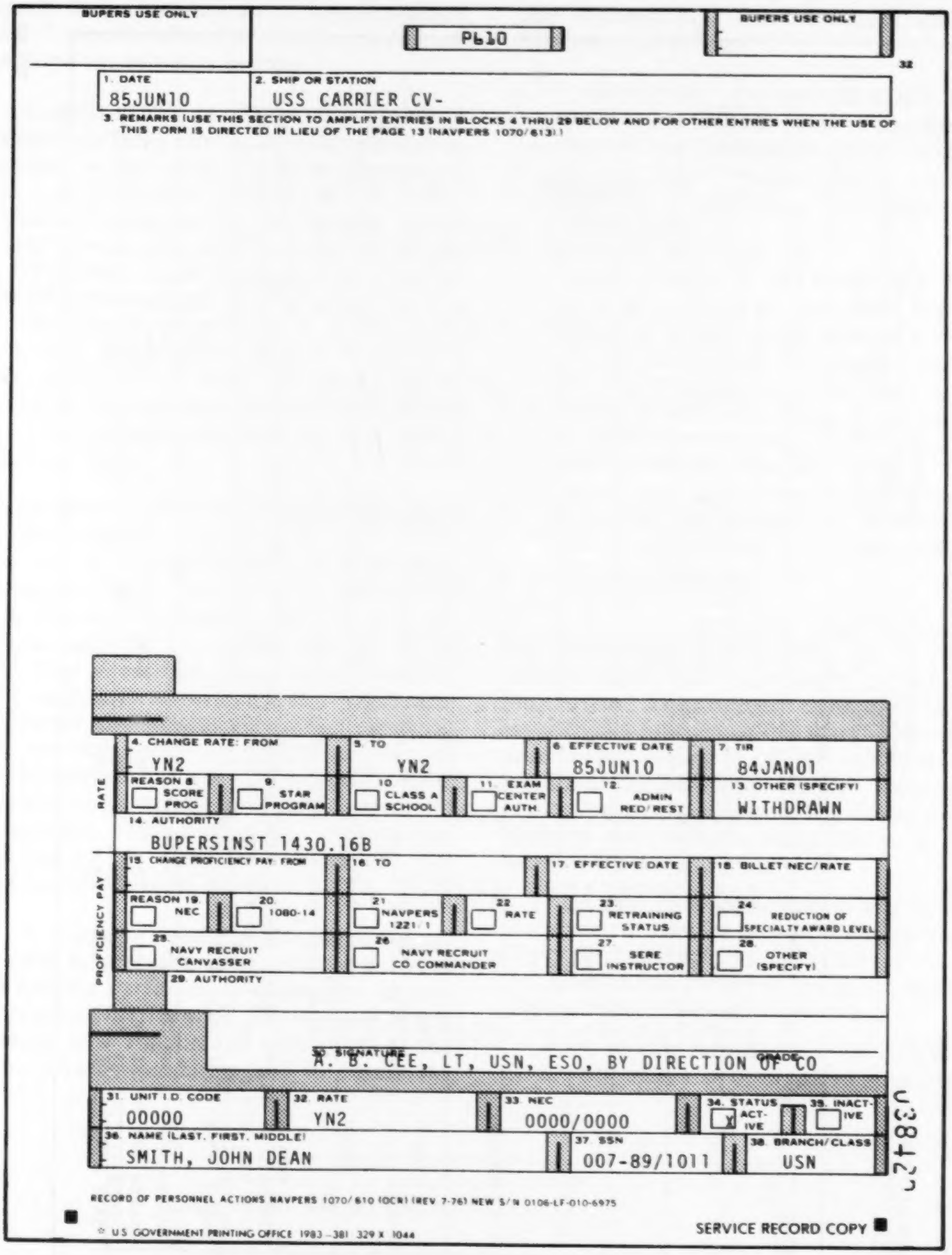
      REMOVED
 THE DATE(S) ON THE ANSWER SHEET (ADSDA AND/OR TIRDA) FOR THE CANDIDATES LISTED BELOW ARE IN DISAGREEMENT
 WITH THE DATE(S) CONTAINED IN THE NAVY MASTER FILE.  TAS AND/OR SIPG SHOWN HAS BEEN COMPUTED USING THE
 MASTER FILE DATE.  REFER TO PARAGRAPH 425, ADVMAN, FOR CORRECTIVE ACTION IF NAVY MASTER FILE DATE IS IN
 ERROR.  "OK" INDICATES THAT DATES AGREE.

NAME          SSN      PRATE  ERATE  ADSDE      ADSDA   TAS    TIRDE       TIRDA       SIPG

 NAMES AND SOCIAL      DK3    DK2    OK         OK      0202   83/07/01    83/01/01    0100
 SECURITY NUMBERS      PNSN   PN3    OK         OK      0210   82/05/16    83/04/08    0202
 HAVE BEEN REMOVED     BT2    BT1    OK         OK      0511     /  /      81/07/01    0000
```

299.19

Figure 6-7.—Sample copy of an Examination Status Verification Report (ESVR).



BUPERS USE ONLY

P610

BUPERS USE ONLY

32

1. DATE: 85JUN10

2. SHIP OR STATION: USS CARRIER CV-

3. REMARKS (USE THIS SECTION TO AMPLIFY ENTRIES IN BLOCKS 4 THRU 29 BELOW AND FOR OTHER ENTRIES WHEN THE USE OF THIS FORM IS DIRECTED IN LIEU OF THE PAGE 13 (NAVPERS 1070/613).)

RATE

4. CHANGE RATE: FROM: YN2

5. TO: YN2

6. EFFECTIVE DATE: 85JUN10

7. TIR: 84JAN01

REASON 8. ☐ SCORE PROG

9. ☐ STAR PROGRAM

10. ☐ CLASS A SCHOOL

11. ☐ EXAM CENTER AUTH.

12. ☐ ADMIN RED/REST

13. OTHER (SPECIFY): WITHDRAWN

14. AUTHORITY: BUPERSINST 1430.16B

PROFICIENCY PAY

15. CHANGE PROFICIENCY PAY: FROM:

16. TO:

17. EFFECTIVE DATE:

18. BILLET NEC/RATE:

REASON 19. ☐ NEC

20. ☐ 1080-14

21. ☐ NAVPERS 1221/1

22. ☐ RATE

23. ☐ RETRAINING STATUS

24. ☐ REDUCTION OF SPECIALTY AWARD LEVEL

25. ☐ NAVY RECRUIT CANVASSER

26. ☐ NAVY RECRUIT CO COMMANDER

27. ☐ SERE INSTRUCTOR

28. ☐ OTHER (SPECIFY)

29. AUTHORITY:

30. SIGNATURE / GRADE: A. B. CEE, LT, USN, ESO, BY DIRECTION OF CO

31. UNIT I.D. CODE: 00000

32. RATE: YN2

33. NEC: 0000/0000

34. STATUS: ☒ ACTIVE

35. ☐ INACTIVE

36. NAME (LAST, FIRST, MIDDLE): SMITH, JOHN DEAN

37. SSN: 007-89/1011

38. BRANCH/CLASS: USN

U38427

RECORD OF PERSONNEL ACTIONS NAVPERS 1070/610 (OCR) (REV 7-76) NEW S/N 0106-LF-010-6975

☆ U.S. GOVERNMENT PRINTING OFFICE 1983 - 381 329 X 1044

SERVICE RECORD COPY

299.20

Figure 6-8.—Sample of NAVPERS 1070/610, advancement recommendation withdrawn.

with the BUPERSINST 1430.16B (fig. 6-8). This action is required to eliminate the member's "potential advancee" status from the master files of NMPC.

In any event, you should delete the names of any candidates from the ESVR who fall into any of the following categories:

- Any member whose recommendation for advancement has been withdrawn
- Any individual who was recommended in error
- Any candidate who declines advancement
- Any individual who was advanced under the provisions of STAR, SCORE, CAP, or any other authorized program, after taking the Navy-wide exam

In each of the above situations, the command should send a speedletter following the *Manual of Advancement*, BUPERSINST 1430.16B, to NAVEDTRAPRODEVCEN, Pensacola, FL 32509-5000. The speedletter should either request invalidation of the examination, cancellation of advancement authority, or removal from selection-board-eligible status, whichever is appropriate.

You may also find individuals on the ESVR who are not attached to your command, or you may find a newly reported member to your command who is not listed on the ESVR. In either case, command action, in accordance with the *Manual of Advancement*, BUPERSINST 1430.16B, must be taken to resolve the problem.

Unfortunately, the ESVR is not always verified by the command upon receipt, although many times errors occur that make a difference in a candidate's advancement status. The ESVR contains examination results and multiple factors for all candidates but must not be used as the authorization for advancement; that's where the RCA comes into play.

Q28. What does the acronym ESVR stand for?

Q29. Can the ESVR or the Rating Change Authorization (RCA) be used as the authorization for advancement?

RATING CHANGE AUTHORIZATION (RCA) PROCEDURES.—The RCA is the actual authorization for advancement of candidates. The RCA lists all personnel being advanced in a particular month. For instance, all personnel being advanced on 16 February will be on the same RCA; all personnel being advanced on 16 October will be on the same RCA; and so forth. If the command has no one being advanced during any given month, no RCA will be issued.

The effective date of advancement for each RCA is indicated in the heading of each part of the authorization listing (fig. 6-9). This is the date on which a member normally is advanced.

COMMAND ACTION UPON RECEIPT OF EXAMINATION RESULTS

Once the Examination Status Verification Report is completely verified, it should be posted on the command bulletin board for the candidates to review.

The NAVEDTRAPRODEVCEN forwards examination profiles for all E-4 through E-7 candidates along with the examination results. The profile sheets are forwarded in duplicate; the original should be attached to the candidate's copy of the Subject Matter Section Identification Sheet and given to the candidate. The profile sheet is important because it contains the candidate's examination status (PASS/FAIL), standard score, and final multiple score; if the candidate passed the exam, it also contains the minimum final multiple score required for advancement. If a candidate has earned PNA (passed but not advanced) points during previous examination cycles, they are also reflected on the profile sheet. The profile sheet also has letter codes that indicate the relative standing of each candidate to all other candidates taking the examination in the same rating for each section of the examination.

The candidate can now compare the examination profile sheet, the subject matter identification sheet, the occupational standards, and the bibliography booklet. From the comparison, the candidates can determine the subject matter areas in which they were strong and areas in which more concentrated study may be required.

The carbon copy of the profile sheet should be used by the command to evaluate the effectiveness of the command training program in the various ratings. Once the command has completed its study of the profile sheets, it is recommended (not a requirement) that the profile sheets be placed in the candidates' service records along with the examination worksheets.

Action on Personnel Transferred

As you verify the ESVR, you will find examination results of personnel who are no longer attached to your command. They have either been transferred to a new duty station, separated from active duty, or discharged. Each of these situations requires command action following the *Manual of Advancement*, BUPERSINST 1430.16B. For example, when a Rating Change Authorization has been received authorizing the advancement of a candidate who will be transferred prior to the effective date of rating change, the following service record entry must be completed on page 13 of the candidate's service record:

(DATE) : Provided eligibility is maintained, (NAME) may be advanced to (RATE) effective (DATE) . For the purpose of final multiple computation and determining eligibility for advancement to the next higher paygrade, (NAME's) service in paygrade is considered to date from (DATE) . AUTH: CO, NAVEDTRAPRODEVCEN ADV LTR NO. ___ OF (DATE) . The data listed on the verification section of the RCA has been verified in accordance with BUPERSINST 1430.16B.

In addition, for candidates transferred who are in a selectee (no RCA received) status on the ESVR, the following service record entry must be completed on page 13 of their service records:

(DATE) : (NAME) participated in the (JAN/MAR/SEP) 19___ Navy-wide advancement examination and was designated as a selectee. Advancement date has not been received. Upon receipt, the advancement authorization will be forwarded to (ACTIVITY TO WHICH SELECTEE IS TRANSFERRED).

Q30. After the examination results are published, the candidates receive what form that reflects the level of their performance on the test?

Q31. What information does the profile sheet contain?

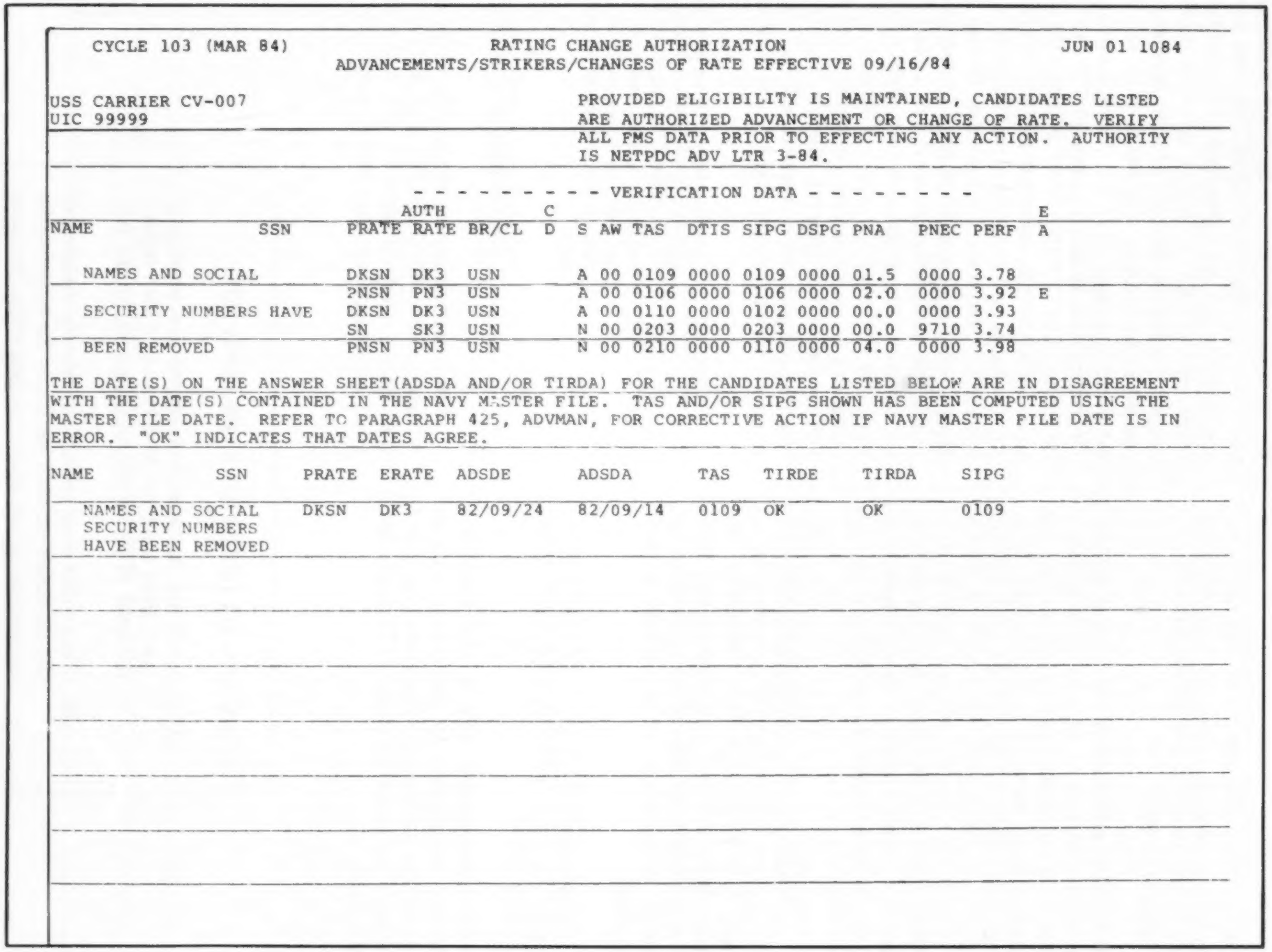
Frocking of Enlisted Personnel

Frocking of command members is the prerogative of the commanding officer and should be done according to the *Manual of Advancement*, BUPERSINST 1430.16B. Selectees for advancement to any paygrade may not be frocked if they do not meet the weight standards, whether or not they have been placed on a weight control program. Also, prior to frocking, PO3 and CPO selectees must attend the appropriate Petty Officer or Chief Petty Officer Indoctrination

ANSWERS TO QUESTIONS Q28. AND Q29.

A28. ESVR stands for Examination Status Verification Report.

A29. The ESVR is not to be used as an advancement authority. Only the rating change authorization (RCA) can be used as authorization for advancement.



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   CYCLE 103 (MAR 84)                 RATING CHANGE AUTHORIZATION                              JUN 01 1084
                           ADVANCEMENTS/STRIKERS/CHANGES OF RATE EFFECTIVE 09/16/84

USS CARRIER CV-007                                    PROVIDED ELIGIBILITY IS MAINTAINED, CANDIDATES LISTED
UIC 99999                                             ARE AUTHORIZED ADVANCEMENT OR CHANGE OF RATE.  VERIFY
                                                      ALL FMS DATA PRIOR TO EFFECTING ANY ACTION.  AUTHORITY
                                                      IS NETPDC ADV LTR 3-84.

                                           - - - - - - - - - - VERIFICATION DATA - - - - - - - - -
                                     AUTH         C                                                     E
NAME                 SSN         PRATE RATE BR/CL  D   S AW TAS  DTIS SIPG DSPG PNA   PNEC PERF  A


   NAMES AND SOCIAL              DKSN  DK3  USN        A 00 0109 0000 0109 0000 01.5  0000 3.78
                                 PNSN  PN3  USN        A 00 0106 0000 0106 0000 02.0  0000 3.92  E
   SECURITY NUMBERS HAVE         DKSN  DK3  USN        A 00 0110 0000 0102 0000 00.0  0000 3.93
                                 SN    SK3  USN        N 00 0203 0000 0203 0000 00.0  9710 3.74
   BEEN REMOVED                  PNSN  PN3  USN        N 00 0210 0000 0110 0000 04.0  0000 3.98

THE DATE(S) ON THE ANSWER SHEET(ADSDA AND/OR TIRDA) FOR THE CANDIDATES LISTED BELOW ARE IN DISAGREEMENT
WITH THE DATE(S) CONTAINED IN THE NAVY MASTER FILE.  TAS AND/OR SIPG SHOWN HAS BEEN COMPUTED USING THE
MASTER FILE DATE.  REFER TO PARAGRAPH 425, ADVMAN, FOR CORRECTIVE ACTION IF NAVY MASTER FILE DATE IS IN
ERROR.  "OK" INDICATES THAT DATES AGREE.

NAME             SSN      PRATE  ERATE  ADSDE       ADSDA       TAS    TIRDE     TIRDA     SIPG

   NAMES AND SOCIAL       DKSN   DK3    82/09/24    82/09/14    0109   OK        OK        0109
   SECURITY NUMBERS
   HAVE BEEN REMOVED
```

299.21

Figure 6-9.—Sample copy of a Rating Change Authorization (RCA).

Course. See figure 6-10 for sample service record entries on frocking.

Effecting Advancements

To effect the advancement of command personnel, several administrative requirements must be met. These requirements are described in the following paragraphs:

- To effect advancement of enlisted personnel, service record entries must be made on pages 4, 9, and 10 of the enlisted service record. Samples of these entries are provided in figures 6-11, 6-12, and 6-13, respectively. The NAVPERS 1070/610 should be completed using the PAYPERSMAN and should be forwarded to COMNAVMILPERSCOM as soon after the advancement as possible, normally within 24 hours. Pages 4 and 9 should be completed as prescribed in the MILPERSMAN.

- A Certificate of Appointment (NAVPERS 1430/8) must be completed for personnel being advanced to PO3 through PO1. Normally, this certificate is signed and presented by the commanding officer at an appropriate advancement ceremony. Completion of this form is self-explanatory.

- An application for a new ID card must be completed for those individuals being advanced to PO3 and above.

- If advancement affects the member's dependents' entitlement to privileges, such as clubs and other facilities, an application for a new dependent's ID card (DD Form 1172) must also be completed.

- Personnel being advanced to the three chief petty officer grades must agree to remain on active duty for at least 2 years from the effective date of advancement or to the date on which the member will complete 30 years total service for retirement purposes, whichever is earlier. If the individual has insufficient obligated service for advancement, an Agreement to Extend Enlistment (NAVPERS 1070/621 or 622) must be prepared using the *Manual of Advancement* and the PAYPERSMAN. See figure 6-14 for USN members and figure 6-15 for USNR members. If the individual is ineligible to extend, this fact must be reported to COMNAVMILPERSCOM prior to the advancement, and authority will be granted for discharge and immediate reenlistment of the individual. Requests for transfer to the fleet reserve will not be approved prior to completion of the minimum obligated service of 2 years from the effective date of advancement. Selectees who have the required 2 years obligated service remaining on their current enlistment, but who will become fleet reserve eligible during the required obligated service period, will be required to sign a service record, page 13, as follows:

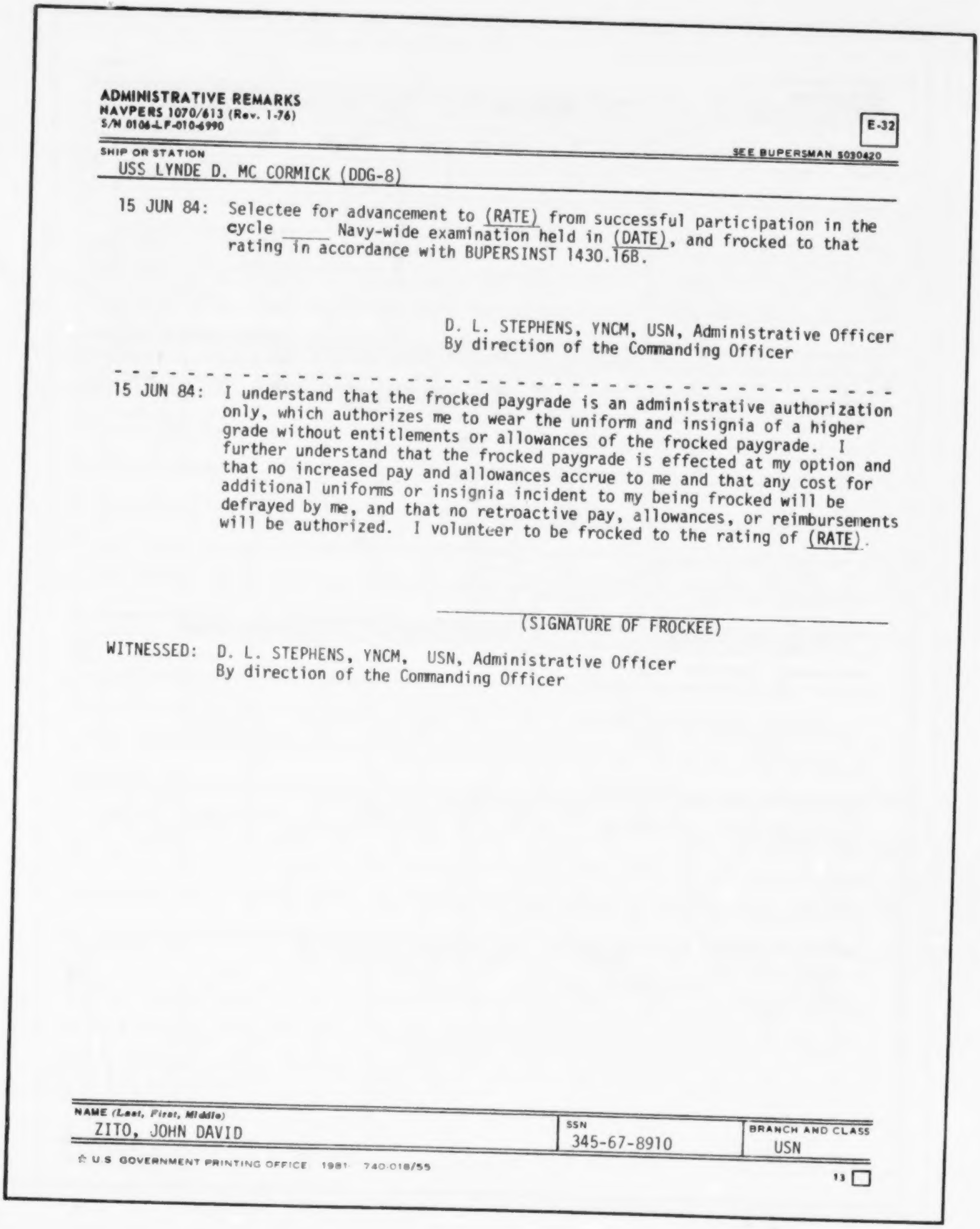
> (DATE) : In consideration of being advanced to (CPO/SCPO/MCPO), I hereby agree not to submit an application for transfer to the fleet reserve for a date that will occur during the 2 year period from the effective date of my advancement.
>
> (SIGNATURE OF INDIVIDUAL)

The 2-year obligated service requirement for advancement to CPO, SCPO, and MCPO does not apply to individuals who will complete 30 years active service in less than 2 years from the

ANSWERS TO QUESTIONS Q30. AND Q31.

A30. After the examination results are published, candidates receive a profile sheet which reflects the level of his or her performance on the test.

A31. The profile sheet reflects the relative standing of the candidate on each section of the examination in relation to all other candidates in the same paygrade who took the exam.



ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 1-76)
S/N 0106-LF-010-6990

E-32

SHIP OR STATION
USS LYNDE D. MC CORMICK (DDG-8)

SEE BUPERSMAN 5030420

15 JUN 84: Selectee for advancement to (RATE) from successful participation in the cycle _____ Navy-wide examination held in (DATE), and frocked to that rating in accordance with BUPERSINST 1430.16B.

D. L. STEPHENS, YNCM, USN, Administrative Officer
By direction of the Commanding Officer

15 JUN 84: I understand that the frocked paygrade is an administrative authorization only, which authorizes me to wear the uniform and insignia of a higher grade without entitlements or allowances of the frocked paygrade. I further understand that the frocked paygrade is effected at my option and that no increased pay and allowances accrue to me and that any cost for additional uniforms or insignia incident to my being frocked will be defrayed by me, and that no retroactive pay, allowances, or reimbursements will be authorized. I volunteer to be frocked to the rating of (RATE).

(SIGNATURE OF FROCKEE)

WITNESSED: D. L. STEPHENS, YNCM, USN, Administrative Officer
By direction of the Commanding Officer

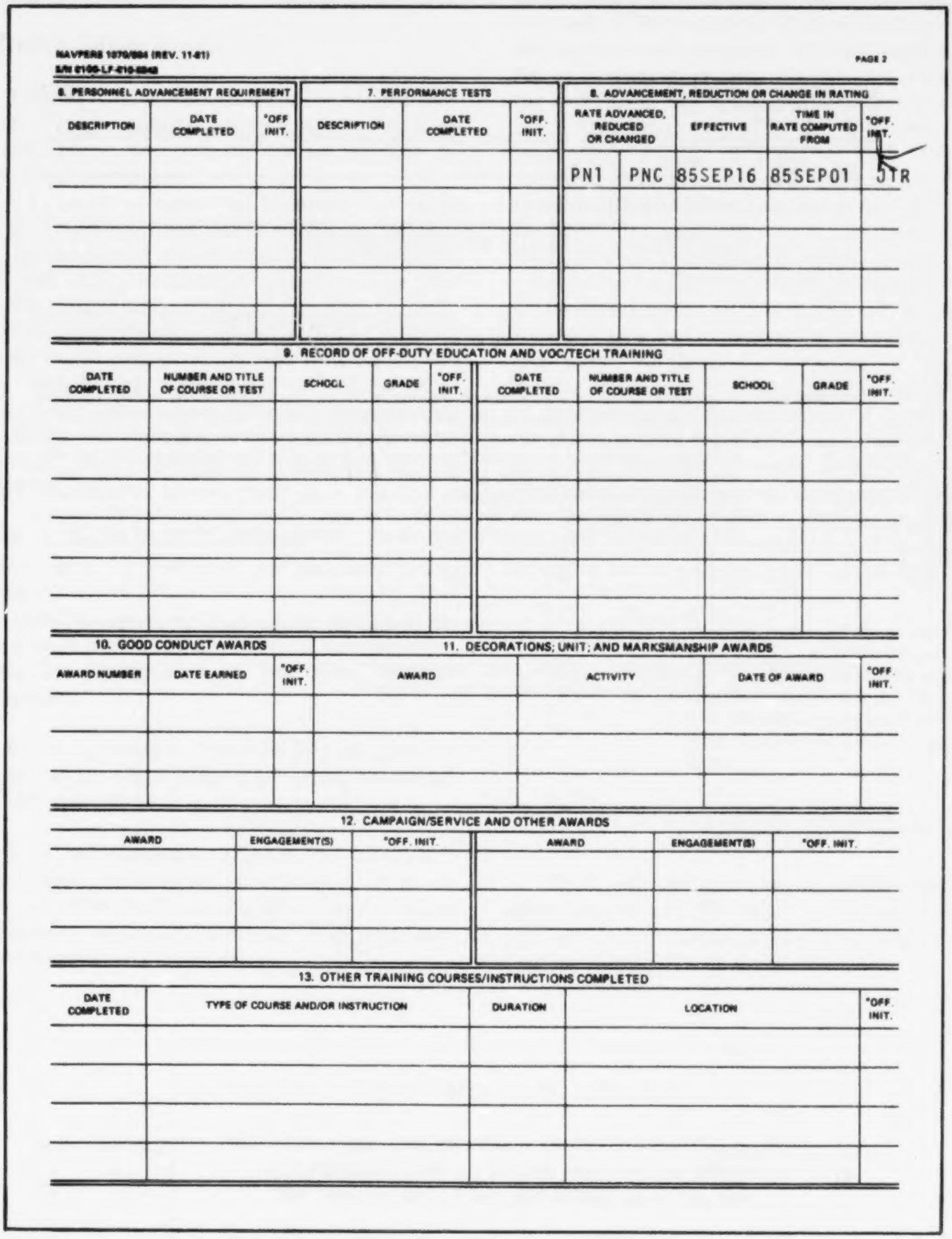
NAME (*Last, First, Middle*) ZITO, JOHN DAVID	SSN 345-67-8910	BRANCH AND CLASS USN

☆ U.S. GOVERNMENT PRINTING OFFICE 1981 740-018/55

13 ☐

Figure 6-10.—Sample copy of NAVPERS 1070/613 for frocking.

299.22



NAVPERS 1070/604 (REV. 11-81)
S/N 0106-LF-010-6043

PAGE 2

6. PERSONNEL ADVANCEMENT REQUIREMENT		
DESCRIPTION	DATE COMPLETED	*OFF INIT.

7. PERFORMANCE TESTS		
DESCRIPTION	DATE COMPLETED	*OFF. INIT.

8. ADVANCEMENT, REDUCTION OR CHANGE IN RATING				
RATE ADVANCED, REDUCED OR CHANGED		EFFECTIVE	TIME IN RATE COMPUTED FROM	*OFF. INIT.
PN1	PNC	85SEP16	85SEP01	JTR

9. RECORD OF OFF-DUTY EDUCATION AND VOC/TECH TRAINING

DATE COMPLETED	NUMBER AND TITLE OF COURSE OR TEST	SCHOOL	GRADE	*OFF. INIT.	DATE COMPLETED	NUMBER AND TITLE OF COURSE OR TEST	SCHOOL	GRADE	*OFF. INIT.

10. GOOD CONDUCT AWARDS		
AWARD NUMBER	DATE EARNED	*OFF. INIT.

11. DECORATIONS; UNIT; AND MARKSMANSHIP AWARDS			
AWARD	ACTIVITY	DATE OF AWARD	*OFF. INIT.

12. CAMPAIGN/SERVICE AND OTHER AWARDS

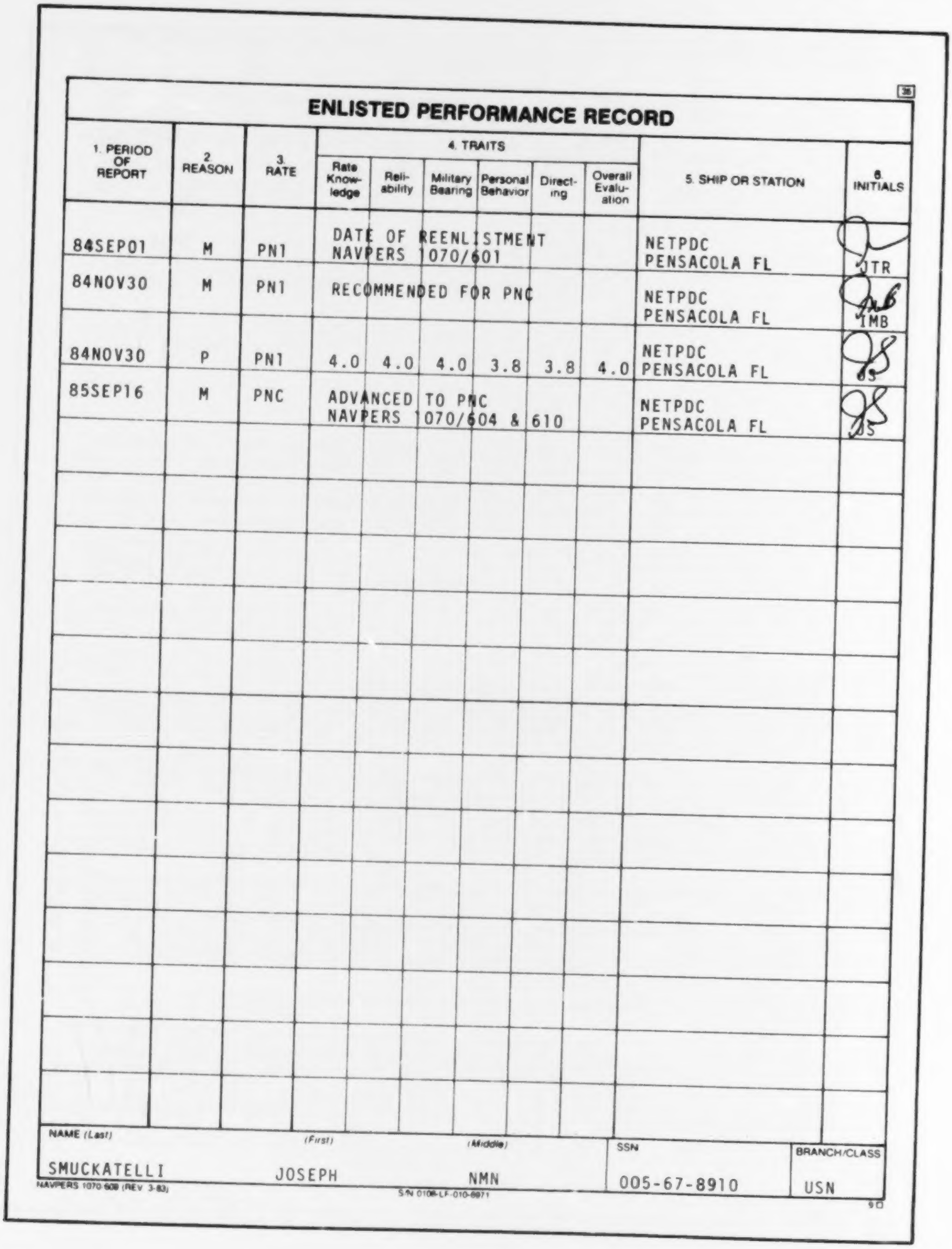
AWARD	ENGAGEMENT(S)	*OFF. INIT.	AWARD	ENGAGEMENT(S)	*OFF. INIT.

13. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED

DATE COMPLETED	TYPE OF COURSE AND/OR INSTRUCTION	DURATION	LOCATION	*OFF. INIT.

299.23

Figure 6-11.—Sample copy of NAVPERS 1070/604 for advancement.



35

ENLISTED PERFORMANCE RECORD

1. PERIOD OF REPORT	2. REASON	3. RATE	4. TRAITS Rate Knowledge	Reliability	Military Bearing	Personal Behavior	Directing	Overall Evaluation	5. SHIP OR STATION	6. INITIALS
84SEP01	M	PN1	DATE OF REENLISTMENT NAVPERS 1070/601						NETPDC PENSACOLA FL	JTR
84NOV30	M	PN1	RECOMMENDED FOR PNC						NETPDC PENSACOLA FL	IMB
84NOV30	P	PN1	4.0	4.0	4.0	3.8	3.8	4.0	NETPDC PENSACOLA FL	JS
85SEP16	M	PNC	ADVANCED TO PNC NAVPERS 1070/604 & 610						NETPDC PENSACOLA FL	JS

NAME (Last)	(First)	(Middle)	SSN	BRANCH/CLASS
SMUCKATELLI	JOSEPH	NMN	005-67-8910	USN

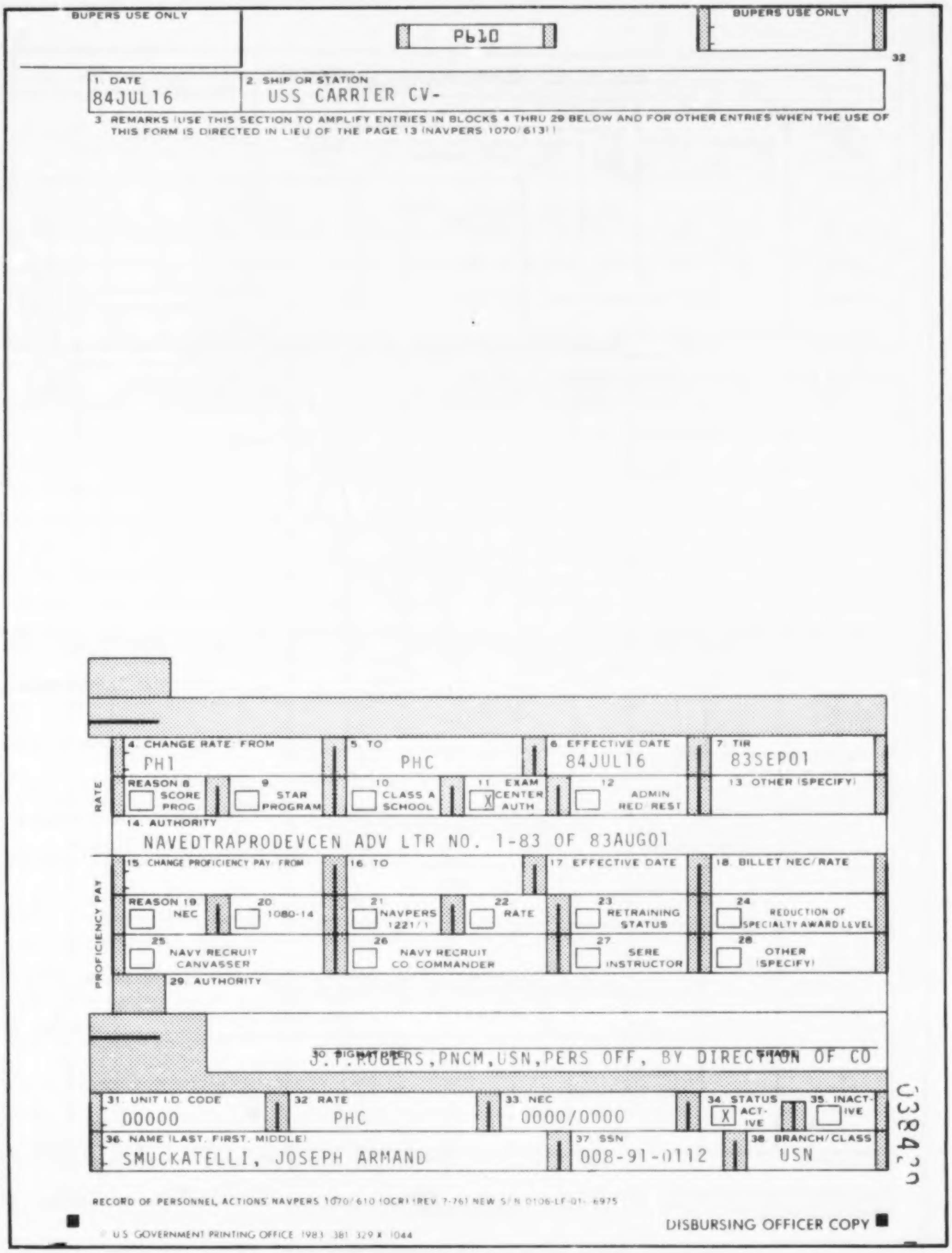
NAVPERS 1070/609 (REV 3-83)

S/N 0106-LF-010-6971

9 ☐

Figure 6-12.—Sample copy of NAVPERS 1070/609 for effecting advancement.

299.24



BUPERS USE ONLY	P610	BUPERS USE ONLY

32

1. DATE 84JUL16	2. SHIP OR STATION USS CARRIER CV-

3. REMARKS (USE THIS SECTION TO AMPLIFY ENTRIES IN BLOCKS 4 THRU 29 BELOW AND FOR OTHER ENTRIES WHEN THE USE OF THIS FORM IS DIRECTED IN LIEU OF THE PAGE 13 (NAVPERS 1070/613))

RATE

4. CHANGE RATE: FROM PH1		5. TO PHC		6. EFFECTIVE DATE 84JUL16		7. TIR 83SEP01
REASON 8 ☐ SCORE PROG	9 ☐ STAR PROGRAM	10 ☐ CLASS A SCHOOL	11 ☒ EXAM CENTER AUTH	12 ☐ ADMIN RED/REST		13. OTHER (SPECIFY)

14. AUTHORITY
NAVEDTRAPRODEVCEN ADV LTR NO. 1-83 OF 83AUG01

PROFICIENCY PAY

15. CHANGE PROFICIENCY PAY: FROM	16. TO	17. EFFECTIVE DATE	18. BILLET NEC/RATE
REASON 19 ☐ NEC 20 ☐ 1080-14	21 ☐ NAVPERS 1221/1 22 ☐ RATE	23 ☐ RETRAINING STATUS	24 ☐ REDUCTION OF SPECIALTY AWARD LEVEL
25 ☐ NAVY RECRUIT CANVASSER	26 ☐ NAVY RECRUIT CO COMMANDER	27 ☐ SERE INSTRUCTOR	28 ☐ OTHER (SPECIFY)

29. AUTHORITY

30. SIGNATURE GRADE
J.P.ROGERS,PNCM,USN,PERS OFF, BY DIRECTION OF CO

31. UNIT I.D. CODE 00000	32. RATE PHC	33. NEC 0000/0000	34. STATUS ☒ ACTIVE	35. INACTIVE ☐
36. NAME (LAST, FIRST, MIDDLE) SMUCKATELLI, JOSEPH ARMAND		37. SSN 008-91-0112	38. BRANCH/CLASS USN	

0384

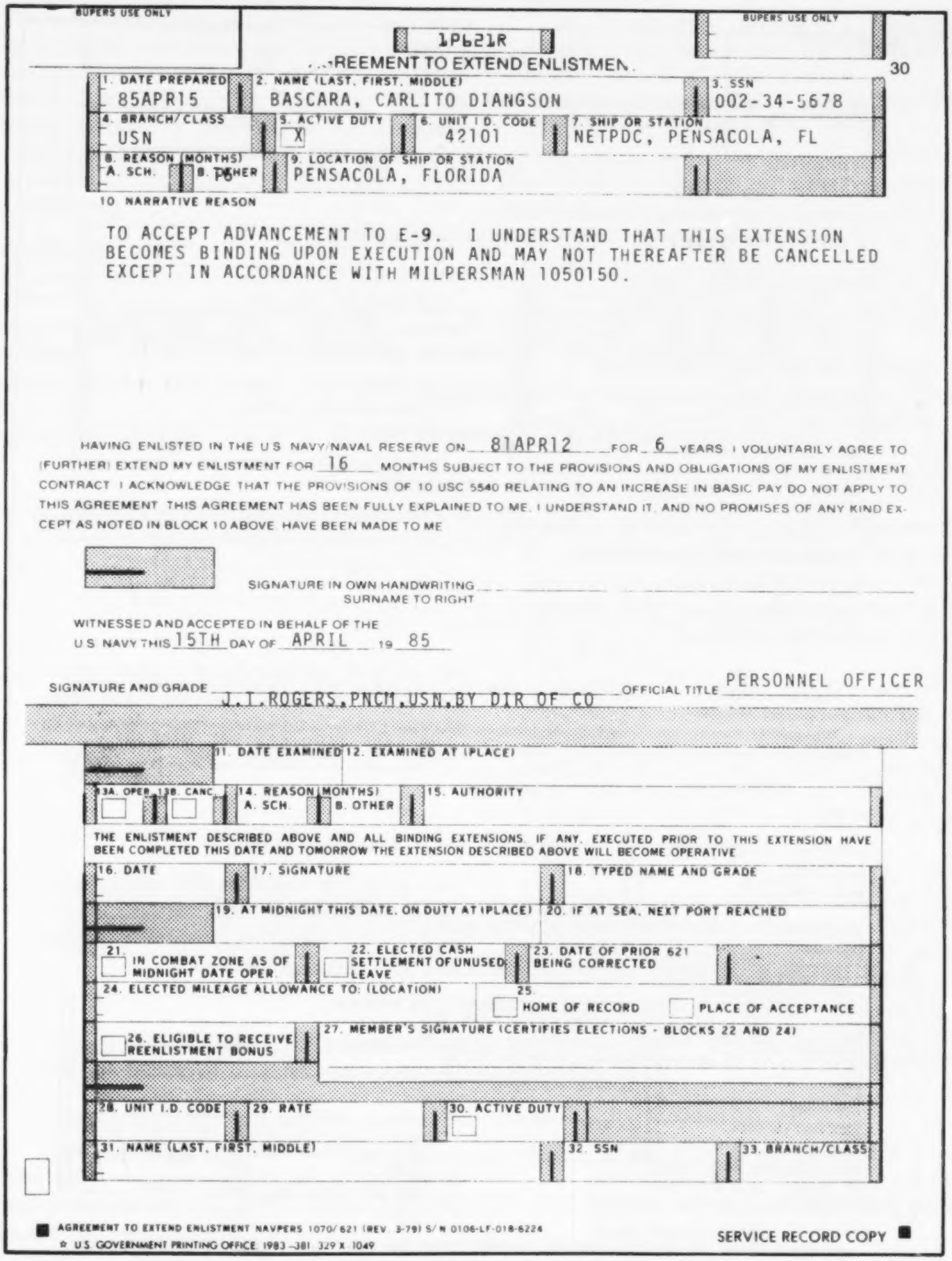
RECORD OF PERSONNEL ACTIONS NAVPERS 1070/610 (OCR) (REV 7-76) NEW S/N 0106-LF-01-6975

DISBURSING OFFICER COPY

U.S. GOVERNMENT PRINTING OFFICE 1983 381 329 X 1044

299.25

Figure 6-13.—Sample copy of NAVPERS 1070/610 for effecting advancement.



BUPERS USE ONLY

1P621R

BUPERS USE ONLY

REEMENT TO EXTEND ENLISTMEN

30

1. DATE PREPARED 85APR15
2. NAME (LAST, FIRST, MIDDLE) BASCARA, CARLITO DIANGSON
3. SSN 002-34-5678
4. BRANCH/CLASS USN
5. ACTIVE DUTY ☒
6. UNIT I.D. CODE 42101
7. SHIP OR STATION NETPDC, PENSACOLA, FL
8. REASON (MONTHS) A. SCH. B. OTHER 16
9. LOCATION OF SHIP OR STATION PENSACOLA, FLORIDA

10. NARRATIVE REASON

TO ACCEPT ADVANCEMENT TO E-9. I UNDERSTAND THAT THIS EXTENSION BECOMES BINDING UPON EXECUTION AND MAY NOT THEREAFTER BE CANCELLED EXCEPT IN ACCORDANCE WITH MILPERSMAN 1050150.

HAVING ENLISTED IN THE U.S. NAVY/NAVAL RESERVE ON 81APR12 FOR 6 YEARS I VOLUNTARILY AGREE TO (FURTHER) EXTEND MY ENLISTMENT FOR 16 MONTHS SUBJECT TO THE PROVISIONS AND OBLIGATIONS OF MY ENLISTMENT CONTRACT. I ACKNOWLEDGE THAT THE PROVISIONS OF 10 USC 5540 RELATING TO AN INCREASE IN BASIC PAY DO NOT APPLY TO THIS AGREEMENT. THIS AGREEMENT HAS BEEN FULLY EXPLAINED TO ME. I UNDERSTAND IT, AND NO PROMISES OF ANY KIND EXCEPT AS NOTED IN BLOCK 10 ABOVE HAVE BEEN MADE TO ME.

SIGNATURE IN OWN HANDWRITING
SURNAME TO RIGHT

WITNESSED AND ACCEPTED IN BEHALF OF THE
U.S. NAVY THIS 15TH DAY OF APRIL 19 85

SIGNATURE AND GRADE J.T.ROGERS,PNCM,USN,BY DIR OF CO OFFICIAL TITLE PERSONNEL OFFICER

11. DATE EXAMINED
12. EXAMINED AT (PLACE)
13A. OPER. ☐
13B. CANC. ☐
14. REASON (MONTHS) A. SCH. B. OTHER
15. AUTHORITY

THE ENLISTMENT DESCRIBED ABOVE AND ALL BINDING EXTENSIONS, IF ANY, EXECUTED PRIOR TO THIS EXTENSION HAVE BEEN COMPLETED THIS DATE AND TOMORROW THE EXTENSION DESCRIBED ABOVE WILL BECOME OPERATIVE

16. DATE
17. SIGNATURE
18. TYPED NAME AND GRADE
19. AT MIDNIGHT THIS DATE, ON DUTY AT (PLACE)
20. IF AT SEA, NEXT PORT REACHED
21. ☐ IN COMBAT ZONE AS OF MIDNIGHT DATE OPER.
22. ☐ ELECTED CASH SETTLEMENT OF UNUSED LEAVE
23. DATE OF PRIOR 621 BEING CORRECTED
24. ELECTED MILEAGE ALLOWANCE TO: (LOCATION)
25. ☐ HOME OF RECORD ☐ PLACE OF ACCEPTANCE
26. ☐ ELIGIBLE TO RECEIVE REENLISTMENT BONUS
27. MEMBER'S SIGNATURE (CERTIFIES ELECTIONS - BLOCKS 22 AND 24)
28. UNIT I.D. CODE
29. RATE
30. ACTIVE DUTY ☐
31. NAME (LAST, FIRST, MIDDLE)
32. SSN
33. BRANCH/CLASS

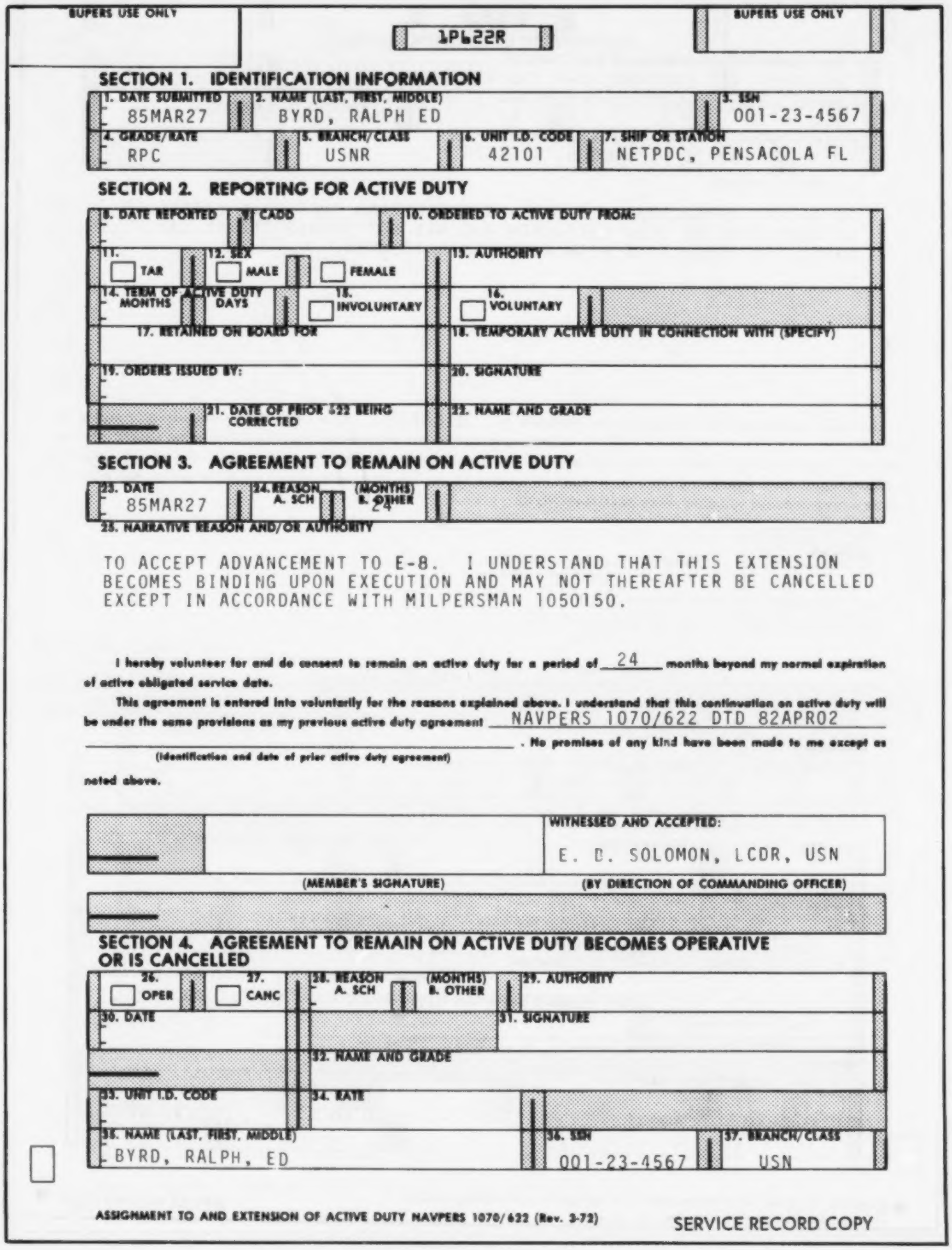
☐

■ AGREEMENT TO EXTEND ENLISTMENT NAVPERS 1070/621 (REV. 3-79) S/N 0106-LF-018-6224
☆ U.S. GOVERNMENT PRINTING OFFICE: 1983-381-329 X 1049

SERVICE RECORD COPY ■

299.26

Figure 6-14.—Sample copy of NAVPERS 1070/621, obligation for advancement.



BUPERS USE ONLY

1PL22R

BUPERS USE ONLY

SECTION 1. IDENTIFICATION INFORMATION

1. DATE SUBMITTED: 85MAR27
2. NAME (LAST, FIRST, MIDDLE): BYRD, RALPH ED
3. SSN: 001-23-4567
4. GRADE/RATE: RPC
5. BRANCH/CLASS: USNR
6. UNIT I.D. CODE: 42101
7. SHIP OR STATION: NETPDC, PENSACOLA FL

SECTION 2. REPORTING FOR ACTIVE DUTY

8. DATE REPORTED
9. CADD
10. ORDERED TO ACTIVE DUTY FROM:
11. ☐ TAR
12. SEX ☐ MALE ☐ FEMALE
13. AUTHORITY
14. TERM OF ACTIVE DUTY MONTHS DAYS
15. ☐ INVOLUNTARY
16. ☐ VOLUNTARY
17. RETAINED ON BOARD FOR
18. TEMPORARY ACTIVE DUTY IN CONNECTION WITH (SPECIFY)
19. ORDERS ISSUED BY:
20. SIGNATURE
21. DATE OF PRIOR 622 BEING CORRECTED
22. NAME AND GRADE

SECTION 3. AGREEMENT TO REMAIN ON ACTIVE DUTY

23. DATE: 85MAR27
24. REASON A. SCH (MONTHS) B. OTHER: 24
25. NARRATIVE REASON AND/OR AUTHORITY

TO ACCEPT ADVANCEMENT TO E-8. I UNDERSTAND THAT THIS EXTENSION BECOMES BINDING UPON EXECUTION AND MAY NOT THEREAFTER BE CANCELLED EXCEPT IN ACCORDANCE WITH MILPERSMAN 1050150.

I hereby volunteer for and do consent to remain on active duty for a period of 24 months beyond my normal expiration of active obligated service date.

This agreement is entered into voluntarily for the reasons explained above. I understand that this continuation on active duty will be under the same provisions as my previous active duty agreement NAVPERS 1070/622 DTD 82APR02 (Identification and date of prior active duty agreement). No promises of any kind have been made to me except as noted above.

(MEMBER'S SIGNATURE)

WITNESSED AND ACCEPTED: E. D. SOLOMON, LCDR, USN

(BY DIRECTION OF COMMANDING OFFICER)

SECTION 4. AGREEMENT TO REMAIN ON ACTIVE DUTY BECOMES OPERATIVE OR IS CANCELLED

26. ☐ OPER
27. ☐ CANC
28. REASON A. SCH (MONTHS) B. OTHER
29. AUTHORITY
30. DATE
31. SIGNATURE
32. NAME AND GRADE
33. UNIT I.D. CODE
34. RATE
35. NAME (LAST, FIRST, MIDDLE): BYRD, RALPH, ED
36. SSN: 001-23-4567
37. BRANCH/CLASS: USN

ASSIGNMENT TO AND EXTENSION OF ACTIVE DUTY NAVPERS 1070/622 (Rev. 3-72)

SERVICE RECORD COPY

299.27

Figure 6-15.—Sample copy of NAVPERS 1070/622, USNR obligation for advancement.

effective date of advancement. Information regarding this situation is provided in the *Manual of Advancement*, paragraph 809.1.b.

If special circumstances prohibit selectees from being advanced, commanding officers have discretionary authority to make the advancement on an alternate date. This can be done provided the alternate date is not earlier than the originally authorized date and no later than the limiting date for a particular examination cycle. Limiting dates are as follows:

EXAMINATION DATE	LIMITING DATE
March E-4 through E-6 examinations	Must be advanced by 31 December the same year
September E-4 through E-6 examinations	Must be advanced by 30 June the following year
January E-7 examinations	Must be advanced by 31 August the following year
March selection board for E-8/9	Must be advanced by 30 June the following year

In no case may commanding officers advance an individual after the limiting date without prior approval of COMNAVMILPERSCOM.

Q32. Under what circumstances, if ever, can individuals selected for advancement who are on the weight control program be frocked if the commanding officer authorizes it?

Q33. To effect the advancement of enlisted personnel, entries must be made on which pages of the service record?

Q34. What is the obligated service requirement for advancement to chief petty officer?

The following personnel are classified in special circumstances categories and are normally ineligible for advancement:

1. Transient personnel on temporary additional duty, unless the individual's service record is physically available.
2. Prisoners of war/missing personnel, except by special action of the Chief of Naval Personnel.
3. Personnel who used, attempted, or conspired to use fraudulent means to obtain advancement.
4. Personnel advancing in a classified rating for which they do not meet the criteria as outlined in the *Manual of Advancement*.
5. Personnel in a retired status, including disability retirements.
6. Personnel who do not meet the weight standards. Members whose advancements are temporarily withheld because they do not meet weight standards may be advanced *as of* the original authorized date, if weight standards are met prior to the *limiting date* for that particular examination cycle provided the member has maintained advancement qualifications.
7. Personnel in a disciplinary status should not be advanced if, in the opinion of the commanding officer, unresolved disciplinary status portends punishment that would be negated or lessened by effecting advancement prior to the award of punishment. Personnel in a disciplinary status may be advanced on the effective date or, if considered appropriate, on a date after the resolution of the disciplinary status; but, in no case may personnel be advanced after the limiting date without specific authority from COMNAVMILPERSCOM.
8. Personnel in confinement as a result of civil conviction or sentence of court martial on their authorized date of advancement cannot be advanced until restored to full duty, and then only with specific approval of COMNAVMILPERSCOM, regardless of whether or not the limiting date has passed.
9. Personnel in a probationary status are ineligible for advancement in rate without prior approval of COMNAVMILPERSCOM. Probationary status for this purpose is defined as being subject to discharge for disciplinary reasons or as a result of COMNAVMILPERSCOM action on administrative discharge board proceedings prescribed by MILPERSMAN 3640300.

Q35. Under what circumstances, if ever, does the commanding officer have the authority to advance an individual after the limiting date has passed?

Q36. Can personnel who do not meet the required weight standards be advanced if the commanding officer approves?

The UCMJ, Article 15, provides commanding officers with the authority to award punishment of reduction or suspended reduction in rate. Personnel in a suspended reduction status are eligible for advancement in rate or rating, if otherwise qualified. Obviously, if the command is considering advancing a member in this category, the individual's case should be completely reviewed to ensure the person is worthy of advancement. It should also be pointed out that anytime an individual is advanced while in a suspended status, the remaining portion of the suspension is terminated. As required by the other situations mentioned above, advancement of suspended personnel must be made prior to the limiting date of that particular advancement cycle.

Personnel undergoing medical treatment or awaiting action of a clinical board, medical survey board, or a physical evaluation or reevaluation board, including personnel on limited duty, may be advanced through MCPO if otherwise qualified. Personnel whose retention is based on successful completion of a weight reduction program may not be advanced prior to meeting the required weight standards. If the personnel in this category do not meet the weight standards by the limiting date for that particular advancement cycle, you must have the authority of COMNAVMILPERSCOM to advance them. Personnel receiving medical treatment as a result of their own misconduct and subject to disciplinary action are subject to the advancement restrictions contained in number 7 of the special circumstances category above.

ANSWERS TO QUESTIONS Q32. THROUGH Q36.

A32. Personnel on the weight control program cannot be frocked until weight standards are met.

A33. Entries must be made on pages 4, 9, and 10 of the service record to advance enlisted personnel.

A34. The obligated service requirement for advancement to chief petty officer is 2 years from the effective date of advancement; however, the 2 year requirement does not apply to the individual who will complete 30 years service in less than 2 years from the effective date of retirement.

A35. The commanding officer cannot advance a member after the limiting date has passed. This can only be done when CNMPC has approved the action.

A36. Personnel who do not meet the required weight standards cannot be advanced until weight standards are met.

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